

**M e m o r a n d u m**

Date: March 26, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Redwood City Area

File No.: 330.11853.11853.09-078

Subject: AREA MANAGEMENT EVALUATION – FLEET MANAGEMENT


Redwood City Area conducted an evaluation of its Fleet Management during the week of March 16-20, 2009. Officer M. Netten conducted the evaluation and was assisted by Sergeant M. Otterby and Lieutenant T. Walker. Lieutenant Walker determined that the Area has solid oversight in place for all items examined in HPM 22.1, Chapter 6, Fleet Management. A few areas of improvement were noted.

**Areas of Needed Improvement:**

At this time, Area is not able to keep an adequate supply of automotive batteries on hand, due to the lack of a supply contract. Area needs a new automotive portable floor jack, which Area is in the process of procuring. Also, the Area's current method of rotating vehicles based upon mileage accumulation is not efficient enough and is looking at other measures to properly rotate vehicles.

**Summary:**

The evaluation showed that the Area's overall Fleet Management exceeds policy requirements. The automotive staff is well experienced and works closely with other staff to make sure the fleet is in the best possible shape. There is supervisory and management oversight to ensure a cost effective and well maintained fleet.

  
T. S. WALKER, Lieutenant  
Acting Commander

*Safety, Service, and Security*

**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

AREA 330	DIVISION Golden Gate	NUMBER 330-09-001
EVALUATED BY M. Netten 18740		DATE 03/16/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>[Signature]</i>	DATE 3/20/09
BY		EVALUATED Yes	ACTION REQUIRED CORRECTED

**1. AREA ADMINISTRATION**

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? The LT

b. What is the background experience of the Automotive Technician (AT)? Vehicle Maintenance and repair for several years prior to employment for the State

(1) Are sufficient instructions and training provided? ☐ Yes ☒ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? 95%

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? None

**2. VEHICLE USE**

EVALUATED Yes	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 25

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? If they are Motorcycle, the vehicle stays at home after duty hours. The Captain has an assigned non-marked vehicle to drive at all hours due to job requirements.

d. Who does the commander allow to ride in vehicles? CHP Employees/Allied Agency Upon Autho./Potential Officer Emp.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
Yes

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Sunnyvale Ford, Performance Auto Glass, CGE Auto Body, Town Ford Auto Body

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Yes, By Reputation, Local, and Pricing

(3) What are the hourly rates being charged? Flat Rate

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 70-80%

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Local Car Washes

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

d. How do officers report defective equipment? Log It And Inform Srg. and AT

(1) Who is authorized to declare a vehicle unsafe for patrol?	AT/Officers/Srg.
(a) Who determines when a vehicle is safe after repair or checking of defects?	AT/Outside Vendors with Repairs
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) How long are records kept?	3 years minimum
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. MILEAGE MANAGEMENT

	EVALUATED Yes	ACTION REQUIRED	CORRECTED
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are vehicles run out in the same order they are received?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If not, can adjustments be made to accomplish this?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. How are adjustments to mileage accomplished?	Switching Srg's/Lt's vehicles with new vehicles. No other system in place. A system of driving higher mileage vehicles before lower mileage vehicles should be in place.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If so, how does it effect mileage averaging?	Vehicle is run by assigned persons, not by mileage, so no valid average available. Mileage varies by personal driving and enforcement habits.		

c. How does the Area project run outs? By current mileage totals on the vehicle and if the vehicle is an assigned vehicle or a "pool" car.

(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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(2) What has been the condition of vehicles returned to FOS? Good condition with high mileage.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

Yes

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

Yes

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT and who ever has the door key (Srg.)

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?

☒ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☒ Yes ☐ No

(a) Are records reviewed by management?

☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse?

☒ Yes ☐ No

(a) How are tires stored? Back office ASM tire racks secured behind locked fencing.

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☐ Yes ☒ No

(5) Does Area provide motorcycle vendors with a stock of tires?

☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☒ No

(7) Are adequate records maintained for used tires?

☒ Yes ☐ No

(a) Is the disposition of used tires within policy?

☒ Yes ☐ No

f. How are old tires/batteries disposed of? Batteries are traded in when replaced and provided with a small credit for a new battery.

Tires are picked up and disposed of for a small fee.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met?

☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☐ Yes ☒ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☒ Yes ☐ No

(1) Who conducted the count? Srg.'s

**7. FUEL DISPENSING FACILITY**

EVALUATED  
Yes

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Following the guidelines set forth for using the State issued credit card in each vehicle.

(a) Is self-service or full-service used? Self

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers/Persons checking out vehicles		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? ASM		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Log sheet at the pump		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? None		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? Annual		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Once a month		
(2) At what level is it refilled? Approx. 1000 Gallons		
i. How does the Area secure the fuel pumps when they are not in use? Fuel Pump locked by key and key pad		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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	EVALUATED	ACTION REQUIRED	CORRECTED
<b>8. SAFETY</b>	Yes		
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? No injuries			

(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes		
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? ASM and Admin. Srg.			
(3) How is the information used in Area's fleet administration? Enough supplies and timely replacement of vehicles			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	No threshold, all invoices are reviewed and signed by the Lt.	
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?	AT and Briefing with Officers	
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?	Quarterly Training Days/CMTO Ride Alongs	

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?	No Collisions/Injuries within past 3 years	
(a) How does it compare with Division and statewide rates?	Good	
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	Radio Tec. to Office	
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? The Officer will call the shop ahead for servicing, then the motorcycle will be transported for service.		
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?	By Motorcycle Officer Checking	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?	Trailer	
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?	Not Often. Most repairs are able to ride to repair shop	
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is service up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Overall, the Area fleet management evaluation has shown that Redwood City Area is above satisfactory compliance with CHP policy. Some ideas for further improvement for the Area have been advised during the evaluation by the AT staff. First, the AT staff would like to see a larger supply of batteries available, but no contract as this time. The AT staff has also requested several times for a new jack, but have not been able to get one approved. The current Jack loses pressure while changing a tire. Lastly, the current system of car rotation is not efficient on rotating higher mileage vehicles out of the fleet.



## Memorandum

Date: March 19, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Golden Gate Communications Center

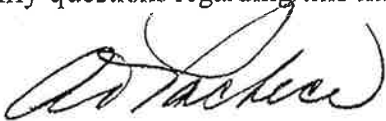
File No.: 318.10224.A04357

Subject: HPM 22.1, CHAPTER 6, FLEET MANAGEMENT

Attached you will find the results of our recently completed, Chapter 6, Fleet Management Area Management Evaluation as required by the Office of Inspections. There were no discrepancies noted.

As a Communication Center Command with a total of one assigned "E" Class vehicle, many of the issues were not applicable to our operations.

Any questions regarding this inspection may be directed to me at 707.551.4180.



A.T. PACHECO, Captain  
Commander

Attachment

*Safety, Service, and Security*

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**  
Page 1

Command: 318	Division: Golden Gate	Chapter: 6
Inspected by: PSDSII Sandra Lopez		Date: 03/20/2009
Fleet Management		

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: Yes      X No	Forward to: <u>Golden Gate Division</u> Due Date: <u>04/30/2009</u>	Commander's Signature: 	Date: <u>3/27/09</u>
Chapter Inspection: Six – Fleet Management			
Inspector's Comments Regarding Innovative Practices:			

- No innovative practices were observed.

Command Suggestions for Statewide Improvement:

- No suggestions were made.

Inspector's Findings:

- Golden Gate Communications Center (GGCC) has a 'fleet' of one vehicle; the commander's. Therefore, the Golden Gate Division Automotive Technicians handle the service requirements of the vehicle.
- Fueling of the vehicle is done on site with very little use of the Voyager fuel card.
- All inventory associated with Fleet supplies, tools, equipment are handled by Division.

Commander's Response:

The Area identified no deficiencies during this inspection.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2

Command: 318	Division: Golden Gate	Chapter: 6
Inspected by: PSDSII Sandra Lopez		Date: 03/20/2009
Fleet Management		

Inspector's Comments:

None.

Required Action

Corrective Action Plan/Timeline

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
EXCEPTIONS DOCUMENT  
Page 3

Command: 318	Division: Golden Gate	Chapter: 6
Inspected by: PSDSII Sandra Lopez		Date: 03/20/2009
Fleet Management		

Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:

Appeal Review/Decision: *(This shall be the only level of appeal).*

Lead Inspector's Signature:

Date:

Responding Commander's Signature (for appeal):

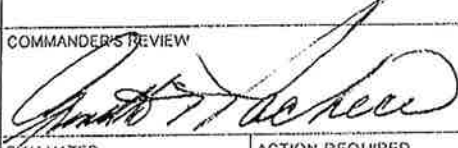
Date:

**AREA MANAGEMENT EVALUATION  
FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA GGCC	DIVISION Golden Gate	NUMBER #318
EVALUATED BY PSDSII S.T. Lopez, A04357		DATE 03/19/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	
<input type="checkbox"/> Correction Report BY		DATE 3/23/09	
1. AREA ADMINISTRATION		EVALUATED 03/19/2009	ACTION REQUIRED None

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? All repairs / invoices are handled by the Golden Gate Division Automotive

Technician. Invoices are approved / processed / filed in Golden Gate Division and not retained at the Area level.

b. What is the background experience of the Automotive Technician (AT)? AT has been a certified mechanic for 30 years. He has performed CHP fleet management for 22 years.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? 100% of services, 60% repairs. As a cost cutting measure, AT recently recommended purchasing a Transmission Exchange Machine. It currently costs \$400 per vehicle to provide this service.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? AT performs fleet management for Golden Gate Division and Golden Gate Communications Center. Both of these offices are housed at the same facility.

2. VEHICLE USE	EVALUATED 03/19/2009	ACTION REQUIRED None	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 1

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Not applicable. The

Area Commander is the only assigned uniformed officer at Golden Gate Communications Center.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Area Commander is sole uniformed member and is required to respond to Area facility as needed.

d. Who does the commander allow to ride in vehicles? Acting Area Commander / Managerial - Supervisory Staff

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☐ Yes ☒ No

(a) Is the CHP 428 kept for the appropriate period of time? ☐ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED  
3/19/2009

ACTION REQUIRED  
None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Dealers for warranty work. Independent shops for vehicles not under warranty.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Selection made according to HPM 31.1, Fleet Operations Manual with complete inspection of facility by AT.

(3) What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 0

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Vacuumed by driver.

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Problems / concerns are written up on locally produced form, *Defective Vehicle Report / Service Due*, which alerts the AT.

(1) Who is authorized to declare a vehicle unsafe for patrol? Driver (uniformed member) and AT.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Minimum of three years, longer for more serious repairs.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No

4. MILEAGE MANAGEMENT

EVALUATED  
3/19/2009

ACTION REQUIRED  
None

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles are swapped by taking the lowest mileage for year / model to even out mileage.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? By swapping vehicles.

c. How does the Area project run outs? By mileage entering information documented on CHP 33, *Driver Equipment Check*.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No



# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS? Excellent.

(3) Are the right equipment options completed?

☒ Yes ☐ No

### 5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED  
3/19/2009

ACTION REQUIRED  
None

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

### 6. TIRES, PARTS AND SUPPLIES

EVALUATED  
3/19/2009

ACTION REQUIRED  
None

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored?

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and do disposal.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Officer Rob Jessell, ID 15786, Golden Gate Division Operations.

**7. FUEL DISPENSING FACILITY**

EVALUATED  
3/19/2009

ACTION REQUIRED  
None

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? State Voyager Credit Card

(a) Is self-service or full-service used? Self-service

## AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?	Driver (uniformed member) of vehicle.	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	AT.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Fuel Log and Gasoline Input Log	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Tracked through Gas Input Log by officer ID number.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	August 2008. Is checked yearly.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Every two months.	
(2) At what level is it refilled?	1800 gallons.	
i. How does the Area secure the fuel pumps when they are not in use?	Pumps are padlocked.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

### 8. SAFETY

EVALUATED  
3/19/2009

ACTION REQUIRED  
None

CORRECTED

a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?

☒ Yes ☐ No

(1) Are the AT's work areas inspected?

☒ Yes ☐ No

b. Are there possible unsafe conditions within the AT's work areas?

☐ Yes ☒ No

(1) Is the shop floor clean and free of any spills?

☒ Yes ☐ No

(2) Are electrical cords or hoses posing a hazard?

☐ Yes ☒ No

(3) Are fire extinguishers charged, inspected and of the proper type?

☒ Yes ☐ No

(4) Are any batteries leaking or stored improperly?

☐ Yes ☒ No

(5) Are there loose items on the floor?

☐ Yes ☒ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available?

☒ Yes ☐ No

(a) Are they worn by the AT?

☒ Yes ☐ No

(7) Is the battery charger in a safe place?

☒ Yes ☐ No

(8) Are masks available for AT's to wear when servicing brakes?

☒ Yes ☐ No

(a) If yes, are they worn?

☒ Yes ☐ No

(9) Are jack stands properly utilized?

☒ Yes ☐ No

c. What is the Area occupational safety record as it relates to fleet management? No injuries reported within the last three years.

(1) Have any injuries been prevented with an improved safety awareness program?

☒ Yes ☐ No

### 9. VEHICLE RECORDS AND MAINTENANCE

EVALUATED  
3/19/2009

ACTION REQUIRED  
None

CORRECTED

a. Are fleet records logically filed?

☒ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☒ Yes ☐ No

(2) Do files contain all required documents?

☒ Yes ☐ No

(a) If documents are not in files, where are they located? Documents are filed and maintained by AT.

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☒ Yes ☐ No

(1) Are documents legible and complete?

☒ Yes ☐ No

(2) Who reviews the FF reports? Uniformed supervisor.

(3) How is the information used in Area's fleet administration?

For statistical purposes.

c. Is the CHP 424 current?

☒ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes ☒ No

# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

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(2) Have required services been done at the proper mileage? ☒ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? ☒ Yes ☐ No

(1) Are hourly rates in line with prevailing rates? ☒ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information? ☒ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT? ☐ Yes ☒ No

(4) Are there any warranty problems? ☐ Yes ☒ No

(a) If so, are they being resolved? ☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice? ☐ Yes ☒ No

(6) Does the commander or his/her designee review and/or approve invoices? ☒ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Required approval over \$1,000.

Request is routed for approval via e-mail. Copy of e-mail is attached to invoice when submitted for approval/processing.

e. Do invoices indicate parts are being supplied by the CHP? ☒ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount? ☒ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT? ☒ Yes ☐ No

### 10. CONDITION OF THE FLEET

EVALUATED  
3/19/2009

ACTION REQUIRED  
None

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? ☐ Yes ☒ No

(1) Have any unauthorized modifications been made on vehicles? ☐ Yes ☒ No

### 11. MOTORCYCLES

EVALUATED  
Not applicable

ACTION REQUIRED  
Not applicable

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? ☐ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors? ☐ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations? ☐ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? ☐ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems? ☐ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation? ☐ Yes ☐ No

(3) Are motorcycles parked at the Area office during vacations and extended days off? ☐ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? ☐ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders? ☐ Yes ☐ No

d. What type of active safety program does the Area have?

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(1) Is there a Defensive Rider Program?

☐ Yes

☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes

☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes

☐ No

(a) Are mandatory exercises being conducted?

☐ Yes

☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes

☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes

☐ No

(2) Is the repair person proficient?

☐ Yes

☐ No

(3) Is service available on weekends?

☐ Yes

☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes

☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes

☐ No

(6) Are any repairs being done by riders?

☐ Yes

☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes

☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes

☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes

☐ No

(1) Is safety compromised?

☐ Yes

☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes

☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes

☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes

☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes

☐ No

(a) Has it been inspected and approved?

☐ Yes

☐ No

(b) Are records of the approval on file?

☐ Yes

☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes

☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes

☐ No

(2) Is there ample supply available?

☐ Yes

☐ No

(3) Are spare tires available?

☐ Yes

☐ No

(4) Is a battery charger available?

☐ Yes

☐ No



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(5) Is there security and an accurate inventory kept?

☐ Yes

☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes

☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes

☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes

☐ No

(a) Is a supervisor's permission required?

☐ Yes

☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes

☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes

☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes

☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes

☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes

☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes

☐ No

(3) Is service up-to-date?

☐ Yes

☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes

☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes

☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes

☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes

☐ No



Mtd to (491) 4/6/09

**M e m o r a n d u m**

Date: March 31, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Contra Costa Area

File No.: 320.10458.13731.CH6AUD

Subject: 2009 FIRST QUARTER AUDIT – HPG 22.1, CHAPTER SIX, FLEET  
MANAGEMENT

In compliance with direction provided by Golden Gate Division, Contra Costa Area has completed the required Highway Patrol Guide 22.1, Chapter Six, Fleet Management, inspection for the first quarter, 2009. On January 29, 2009, at the direction of Lieutenant S. E. Mills, #13731, Sergeants W. J. Myers, #10684, and T. J. White Jr., #14367, completed an audit of Area's motorcycle program; a memorandum summarizing their findings is attached. The program was found to be in compliance with applicable policy and practice.

On March 25, 2009, Lieutenant Mills, accompanied by Sergeant P. J. Arpaia, #15344, Automotive Technician II C. Gremaux, #A8651, and Automotive Technician I H. Medeiros, #A14021, conducted an audit of Area's automotive fleet. The findings are well documented on the attached CHP 453f, Area Management-Evaluation; however, items requiring further explanation are document herein by reference number.

**1. Area Administration.**

- a. There has been a breakdown in the line of supervision for the automotive technicians in the past; this has been predominantly due to the flux of the administrative sergeant position and a lack of managerial involvement.

**Action Item:** Sergeant Arpaia will assume fleet supervisor responsibilities;  
Captain J. U. Cahoon will assume management oversight for the automotive fleet.

**4. Mileage Management.**

- a. Area has a system in place, defined in Area SOP, where over-mile vehicles are removed from service to regulate mileage accrual.
- (1) Due to the fluctuations of vehicles in and out of service for repair, and the need to provide sufficient vehicles for daily operations, it is not practical to regulate mileage to the extent that vehicles are run-out in the order received. Every effort is made to ensure vehicles are run-out in a reasonable order.

*Safety, Service, and Security*

**5. Automotive Work Area/Equipment**

- a. The office space provided for the AT-II and AT-I is insufficient. In addition to providing office space for work stations and files, the office space provided for both automotive technicians must also serve as storage for spare parts inventory and tools. In a recent inspection conducted by Paul Scholl, Senior Inspector of Automotive Equipment, it was noted that Contra Costa Area has a low amount of Ford Crown Victoria PI brake parts on hand and the AT's office lacks sufficient space for storage of EMT bags when vehicles are sent out for service. These discrepancies are attributed to the lack of adequate storage space.

**Action Item:** Area will explore the possibility of acquiring a con-ex box or similar portable storage container to house automotive supplies.

- b. While clean and well organized, the space available for servicing vehicles is inadequate. The automotive technicians must make use of a service bay that is of insufficient width to provide for easy access around the vehicle during service, and of insufficient height to allow a vehicle to be raised high enough to provide room for the technician to stand upright under the vehicle. After completing oil and filter services, the technician must navigate the drain oil container over the base of the lift or through the parking lot to access the waste oil tank or store the drain oil container. This process increases the opportunity for spills or injury.

**Action Item:** A new lift has been installed and modifications to the lift are in process to increase the active lift height. Area will re-assess the lift when the modifications area complete.

- d. Area's battery charger is unserviceable.

**Action Item:** A replacement has been budgeted for.

**6. Tires, Parts and Supplies.**

- a. As described in 5a above, there is insufficient space for the storage of parts and supplies.
- c. While some stocks are low due to storage space, Area maintains an adequate stock of parts and supplies. Area maintains some parts stock that is obsolete.

**Action Item:** Obsolete stock will be identified and a statewide surplus parts comm-net will be generated. Stock not claimed will be returned to motor transport section.

March 31, 2009

- e(7)(a). Area accrued a stock of 102 used tires. Adequate records to account for used tires were not properly maintained; disposition of used tires was not within policy.

**Action Item:** Area shall immediately dispose of all used tires.

- f. Old tires are disposed of via contract waste tire hauler.

**Action Item:** The contract waste tire hauler was contacted and arrangements were made for prompt used tire pick-up and disposal. The vendor will be contacted for disposal each time Area accrues 10 used tires, sooner if needed.

- h. Due to concerns regarding record keeping and oversight of the fleet program, Motor Transport Section, Senior Inspector of Automotive Equipment, Paul Scholl conducted a Chapter Six inspection at the request of Contra Costa Area Commander, Captain J. U. Cahoon. During the inspection, conducted March 17 – 19, 2009, these quarterly counts were conducted.

**8. Safety**

- b. Due to space concerns addressed in Automotive Work Area/Equipment, loose items are commonly stacked on the floor. These items are generally limited to boxed spare parts and larger tools.

**9. Vehicle Records and Maintenance**

- c. Vehicles have often gone over-mileage for routine service, or have had the service performed but not documented correctly.

**Action Item:** The AT-I has been placed on Interim Reporting for noted deficiencies in record keeping. Follow-up will be conducted on a weekly basis by the fleet supervisor, Sergeant Arpaia, who will involve the fleet manager, Captain Cahoon.

Should you have any questions regarding the contents of this memorandum, please feel free to contact me directly at (925) 646-4980.

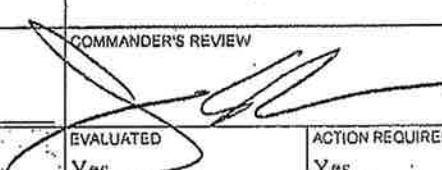


J. U. CAHOON, Captain  
Commander

Attachments

AREA Contra Costa	DIVISION Golden Gate	NUMBER 320
EVALUATED BY Lieutenant S. E. Mills, #13731		DATE 03/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY 	DATE 4/3/09
1. AREA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED Yes CORRECTED Yes

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? The Area Commander, Executive Officer, Field Operations Officer, Motorcycle Sergeant and Administrative Sergeant are authorized.
- b. What is the background experience of the Automotive Technician (AT)? Basic automotive maintenance at a hobbyist level.

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at Journey person level? ☐ Yes ☒ No
- (3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? Oil/filter changes, transmission services, brake and bearing services, tire related repairs/services, minor cooling system and electrical repairs.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not? N/A

d. What other duties or responsibilities are placed on the AT? In the absence of the janitor and maintenance worker, the AT's attend to basic facility needs such as dumping of garbage and stocking of toiletries and supplies.

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED	CORRECTED
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- a. How many "E" Class vehicles are assigned to the Area? 31

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? The Area Commander and all employees assigned to primary motorcycle enforcement duties maintain state vehicles at their residence, no justification required.

d. Who does the commander allow to ride in vehicles? Employees of the State of California and those persons completing a CHP 428.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
Yes

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Walnut Creek Ford, Hilltop Dodge, Pittsburg Ford, Walker

Autobody, Car West Autobody and Bay Autobody

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Proximity to Area office, willingness to provide service priority, quality of work, consistency/accuracy of estimates.

(3) What are the hourly rates being charged? \$104/hr

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 70%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Interiors are vacuumed/wiped down twice weekly by a contract vendor.

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? A Defective Automotive Equipment Report sheet is posted prominently at the vehicle key board.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Any uniformed employee may declare a vehicle unsafe based on personal observations. That vehicle will remain 'out of service' until examined by one of the AT's.		
(a) Who determines when a vehicle is safe after repair or checking of defects? The AT's may declare a vehicle safe after repair.		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept? Records are kept in the Fleet Folder for the service life of the vehicle.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4. MILEAGE MANAGEMENT</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. How are adjustments to mileage accomplished? Adjustments are often necessary due to vehicles down for major repair. Vehicles that have accrued excessive mileage have the keys removed from the key board to the FOO's office until mileage falls in line.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging? Area has a sufficient number of officers with seniority to assure equitable mileage accrual on assigned vehicles. Vehicles nearing run-out are transferred to the pool and are driven by less senior officers. Mileage is monitored and adjusted as listed in Section b above.		
c. How does the Area project run outs? Run outs are projected 45 days from the accrual of 95,000 miles on a vehicle.		
(1) Is FOS provided 30-45 days advance notice?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) What has been the condition of vehicles returned to FOS? Vehicles would be classified as fair. There are some cosmetic blemishes, both on the interior and exterior, but the overall mechanical condition is sound.

(3) Are the right equipment options completed? ☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

Yes

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☒ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☒ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

Yes

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☒ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? All uniformed personnel, in addition to the AT's, Janitor and Maintenance Worker, have keys to access the AT office.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Tires are stored in racks contained in a cinder block outbuilding.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
f. How are old tires/batteries disposed of? Used tire management has lacked sufficient oversight with regard to disposal. Old tires will be disposed of via contract vendor. Batteries are 'traded' when new batteries are necessary.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Paul Scholl, Senior Inspector of Automotive Services. This count was conducted as part of a Chapter 6 inspection requested by Area and will be addressed in the summary memo.		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED: Yes	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Area SOP and briefing book contains directives governing the use of the Voyager card and purchase of E-85 fuels.			
(a) Is self-service or full-service used? Self-service when applicable.			

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Uniformed employees and AT's fuel all state vehicles.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Sets of keys are maintained by the AT's and the Field Operations Lieutenant.		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? A log to be used by all (Area and transient) employees using the fueling station is maintained at the fueling island. In addition, the CHP 33 is monitored monthly.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A, fuel quantities are monitored by the Veeder-Rool system.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? N/A		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Averages every 27 days.		
(2) At what level is it refilled? Fuel stocks are re-ordered when supply on hand falls to 2000 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? A padlock keyed to the Area general master.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY		EVALUATED Yes	ACTION REQUIRED	CORRECTED
a.	Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1)	Are the AT's work areas inspected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b.	Are there possible unsafe conditions within the AT's work areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1)	Is the shop floor clean and free of any spills?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2)	Are electrical cords or hoses posing a hazard?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(3)	Are fire extinguishers charged, inspected and of the proper type?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4)	Are any batteries leaking or stored improperly?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(5)	Are there loose items on the floor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(6)	Is the bench grinder firmly affixed, and are there safety glasses available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a)	Are they worn by the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(7)	Is the battery charger in a safe place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(8)	Are masks available for AT's to wear when servicing brakes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a)	If yes, are they worn?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(9)	Are jack stands properly utilized?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c.	What is the Area occupational safety record as it relates to fleet management? Area has not recorded a preventable or lost time injury directly related to fleet management in over three years.			
(1)	Have any injuries been prevented with an improved safety awareness program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
9. VEHICLE RECORDS AND MAINTENANCE		EVALUATED Yes	ACTION REQUIRED	CORRECTED
a.	Are fleet records logically filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1)	Are they conveniently located and available to the AT and supervisor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2)	Do files contain all required documents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a)	If documents are not in files, where are they located?			
b.	Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1)	Are documents legible and complete?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2)	Who reviews the FF reports? Administrative Sergeant and Fleet Lieutenant			
(3)	How is the information used in Area's fleet administration? The information is used to monitor the fleet for service interval, mileage accrual, and recurring service concerns.			
c.	Is the CHP 424 current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1)	Does the CHP 424 reveal any unusual repair patterns or duplicate services?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

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(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Yes	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? All items of importance are discussed with motorcycle officers by the Motorcycle Sergeant.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Area's active safety program is a component of motor training days. Safety issues are discussed in open forum along with information from Motorcycle Safety Supervisor meetings.		

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? In spite of recent spike in motorcycle accidents, Area maintains an excellent safety record. These accidents have involved veteran riders and training/discussion has been implemented to prevent future accidents.		
(a) How does it compare with Division and statewide rates? Area's safety record fits within the mean average for other Areas within the Division and state.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? At Area office by radio technician.		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		
(1) Do equipment and accessory items comply with departmental regulations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? All repair work is performed at either Walnut Creek BMW or San Francisco BMW, both are authorized dealer service centers.	
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is repair work verified? Repair work is verified by inspection done by the Motor Sergeant with assistance from the Automotive Technician.	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Area maintains a motorcycle trailer. Motorcycles not ridden to a repair facility are trailered.	
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) How often is it used? When a non-roadworthy motorcycle must be transported to the dealer for repair.	
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service up-to-date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA	DIVISION	NUMBER
Contra Costa (320)	Golden Gate	301
EVALUATED BY		DATE
Paul Scholl (A10966) Victor Lau (A10923)		03/17/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE	
<input type="checkbox"/> Formal Evaluation	<input checked="" type="checkbox"/> Informal Evaluation	04/15/2009	
FOLLOW-UP REQUIRED		COMMANDER'S REVIEW	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Correction Report		DATE	
BY			

## 1. AREA ADMINISTRATION

EVALUATED	ACTION REQUIRED	CORRECTED
X		

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)?

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☒ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? One AT performs the service work and the other AT performs the record keeping duties. This can be problematic if one is away from work for vacation, illness, etc.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

## 2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED

a. How many "E" Class vehicles are assigned to the Area?



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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☐ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles?

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☐ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☐ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Walnut Creek Ford

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned?

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? The Area has a "write up" sheet available in a convenient location.		

(1) Who is authorized to declare a vehicle unsafe for patrol? Either officers or AT's may report a vehicle out of service.		
(a) Who determines when a vehicle is safe after repair or checking of defects? In most cases, the AT's will return a vehicle to duty.		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept? The defect sheets are filed in the vehicle folders as recommended.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

4. MILEAGE MANAGEMENT	EVALUATED	ACTION REQUIRED	CORRECTED
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. How are adjustments to mileage accomplished?			
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the AT understand what is required?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, how does it effect mileage averaging?			
c. How does the Area project run outs?			
(1) Is FOS provided 30-45 days advance notice?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☒ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☒ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☒ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☒ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☒ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☒ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Both AT's and one maintenance worker.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☒ No

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c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Junk tires are stored outside near the above ground fuel storage tank. Area is contacting a certified waste tire hauler to have them removed.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? - Records indicate a Certified Waste Tire Hauler has been used as required.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Who conducted the count?		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED <b>X</b>	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			
(a) Is self-service or full-service used?			

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	FleetFocus records were not correct. Adjustment was made during visit.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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	EVALUATED	ACTION REQUIRED	CORRECTED
<b>8. SAFETY</b>	<b>X</b>		
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>	<b>X</b>		
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) If documents are not in files, where are they located? Some services were either late, missed, or not documented.			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Destroy Previous Editions

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(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED <b>X</b>	ACTION REQUIRED <b></b>
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED <b></b>	ACTION REQUIRED <b></b>
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		



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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

10. a. Condition of the Fleet: A Fleet Operations Section inspection form was used in lieu of the CHP 33E, Vehicle Inspection Checklist.

**M e m o r a n d u m**

Date: March 16, 2009

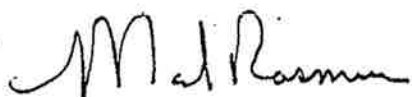
To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Napa Area

File No.: 325.12135.12790

Subject: **COMMAND LEVEL INSPECTION - CHAPTER 6, FLEET MANAGEMENT**

As directed in Highway Patrol Guide (HPG) 22.1, Area Resources Management Guide, the Napa Area has completed a Chapter 6, Fleet Management, command level inspection. The Area Management Evaluation - Fleet Management (CHP 453F) and Command Inspection Program Exceptions Document (CHP 680A) are attached for your review. Should you have any questions, please feel free to contact myself, or Lieutenant Mike Berger, at (707) 253-4906.



M. A. RASMUSSEN, Captain  
Commander

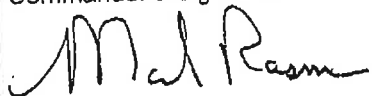
Attachments

*Safety, Service, and Security*

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Command: <b>Napa Area</b>	Division: <b>Golden Gate</b>	Chapter: <b>6 - Fleet Mgmt.</b>
Inspected by: <b>Lieutenant Michael A. Berger</b>		Date: <b>March 11, 2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: <u>Golden Gate Division</u> Due Date: <u>April 11, 2009</u>	Commander's Signature: 	Date: <u>3-16-09</u>

Chapter Inspection: \_\_\_\_\_

Inspector's Comments Regarding Innovative Practices:

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

The Area commander and Field Operations Officer are actively involved in the fleet management program. The Area's Automotive Technician (AT), with twenty years of experience, is a qualified and competent mechanic, and one who takes pride and ownership of the fleet and the care and maintenance of each and every vehicle. The AT keeps meticulous records (paper and electronic). These records were found to be well organized, easy to find, read and understand. When the AT was asked about whether or not the Department has/is providing sufficient instruction and training, the AT was quick to point out there has not been any vehicle/model update training by Field Operations Section (FOS) for over five years. He attributed this to the ongoing budget problems. During the inspection it was determined the last tool inventory was performed on August 2, 2007. Steps have been taken to ensure a tool inventory is performed during the week of March 16<sup>th</sup>, and the tool inventory has been suspended for June 1<sup>st</sup> of each year. The Area currently has one Department motorcycle and two motorcycle officers. Given the size of the Area's motorcycle program, the Area utilizes CMTOs in the adjacent Areas with larger motorcycle programs for motorcycle officer ride alongs and motorcycle officer training days. No other exceptions were noted.

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Command: Napa Area	Division: Golden Gate	Chapter: 6 - Fleet Mgmt.
Inspected by: Lieutenant Michael A. Berger		Date: March 11, 2009

Commander's Response:

Inspector's Comments:

Required Action:

Corrective Action Plan/Timeline

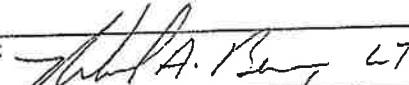
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Command: Napa Area	Division: Golden Gate	Chapter: 6- Fleet Mgmt.
Inspected by: Lieutenant Michael A. Berger		Date: March 11, 2009

**Appeal Process:** (Appeals shall be filed within five (5) business days of the completed chapter inspection).

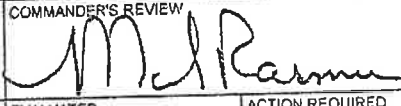
Commander's Basis for Appeal:

Appeal Review/Decision: (This shall be the only level of appeal).

Lead Inspector's Signature:  LT.	Date: March 16, 2009
Responding Commander's Signature (for appeal):	Date:

AREA	DIVISION	NUMBER
Napa Area	Golden Gate Division	325
EVALUATED BY		DATE
Lieutenant Michael A. Berger, #12790		03/11/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 04/11/2009
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 3-17-09
1. AREA ADMINISTRATION		EVALUATED X

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Area commander, Field Operations Officer, and Office Services Supervisor.

b. What is the background experience of the Automotive Technician (AT)? The AT has twenty years of experience in the automotive repair industry. Formalized training has been provided over the years by the Department.

(1) Are sufficient instructions and training provided? ☐ Yes ☒ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? Routine maintenance (e.g., change oil/filters, replace brake pads/linings, mount/balance tires, replace belts/hoses/bulbs, and minor electrical/mechanical repairs) is performed by the AT.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? The AT maintains the vehicle jackets (files), updates Fleet Focus, monitors mileage and fuel usage daily, obtains estimates for collision-damaged vehicles, schedules service work, and picks up new vehicles.

2. VEHICLE USE	EVALUATED X	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 18



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(1) Is there an unmarked patrol vehicle assigned for the commander?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there a supply of tools and minor equipment available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What is the justification for any vehicle kept at employees homes after duty hours? Area Commander home stores his assigned vehicle for 24-hour emergency call-out.		
d. Who does the commander allow to ride in vehicles? The provisions of General Order 100.42 are adhered to.		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the CHP 428 kept for the appropriate period of time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. SERVICE ARRANGEMENTS</b>	EVALUATED X	ACTION REQUIRED CORRECTED
a. What vendors are being used for servicing or repairing vehicles? Napa Ford Lincoln Mercury Dealership, Chuck's Auto Repair, Valley Auto Body, JAV Auto Body, and The American Canyon Collision Center.		
(1) Are they authorized dealers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What process was used in selecting a service vendor? The AT and Area management considered the service vendor's location, reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP payment procedures.		
(3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour.		
(a) Are discounts given on parts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Has the command shopped for the most cost effective vendors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) What percentage of the fleet is needed on weekends? Approximately 50%		
(2) Are there shortages of vehicles on Mondays?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) If more than one AT, are their hours/days scheduled most effectively?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is overtime needed for maximum enforcement periods?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Are provisions adequate to ensure regular washing of vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How are interiors cleaned? Mobile car wash service cleans the vehicle interiors at the Area office.		

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars? Occasionally	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. How do officers report defective equipment? Defective equipment slips are available on the vehicle keyboard. For major out-of-service conditions, the shift supervisor is to be notified and the vehicle red-tagged.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Officers, with the concurrence of a shift supervisor.		
(a) Who determines when a vehicle is safe after repair or checking of defects? The AT.		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept? For the life of the vehicle.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4. MILEAGE MANAGEMENT</b>	EVALUATED X	ACTION REQUIRED CORRECTED
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. How are adjustments to mileage accomplished? Under-mileage vehicles are "pushed" or double shifted. Over-mileage vehicles are tagged for limited or emergency use only.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging? Vehicles are assigned to officers on a monthly basis and shift supervisors ensure the officers drive their assigned vehicle. Mileage accumulation is monitored on a monthly basis and adjustments are made as necessary.		
c. How does the Area project run outs? The AT monitors vehicle mileage accumulation daily/monthly and projects run outs approximately 45 days out based on the average daily/monthly mileage accumulation.		
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) What has been the condition of vehicles returned to FOS? The Area is frequently commended by FOS for the clean and serviceable condition of the vehicles returned.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? August 2, 2007

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools? AT and shift supervisors

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The AT during regular business hours and the shift supervisor after hours.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Tires are stored and chained together on tire racks mounted to the cinder block walls in the wash bay.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Old batteries are returned to the supplier in lieu of a core charge. Used tires are sold to used tire vendors.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Napa Area Senior Volunteer Don Harris with oversight of Sergeant Elfrido Montez.		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED X	ACTION REQUIRED	CORRECTED
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a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? All Department-owned vehicles have a Voyager Credit Card and all uniformed members have been instructed on its proper use.		
(a) Is self-service or full-service used? Self-service.		

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Generally, officers at the conclusion of their shift.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? All uniformed employees have a key to the fuel pumps.		
The key to unlock the Above Ground Storage Tank (AGT) spill bucket is accessible by Area supervisors/managers and the AT.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? A Daily Gasoline Report log is posted at the fuel pumps.		
Uniformed employees use this log to record all gasoline and oil used.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? When a difference of more than 2-3 gallons occurs, the AT compares CHP 33 entries with those on the Daily Gasoline Report log. Area notification is required for any unresolved difference.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? February 27, 2009.		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Approximately every four weeks.		
(2) At what level is it refilled? Between 1,000 and 1,500 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Key lock.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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	EVALUATED	ACTION REQUIRED	CORRECTED
<b>8. SAFETY</b>	X		
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?		Excellent - there have been no fleet management-	
		related injuries for the past several years.	
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>	X		
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?		The AT, Administrative Sergeant, and Field Operations Officer.	
(3) How is the information used in Area's fleet administration?		Routine service work is performed as scheduled. Vehicles with persistent mechanical problems are identified, and vehicle mileage is averaged to ensure appropriate rotation and replacement.	
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? All repair invoices are reviewed and approved by the Area commander or designee. Major repairs are first discussed with FOS and Area management prior to approval.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED X	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED X	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? The Area has one Department motorcycle and two motorcycle officers. Both officers are apprised of Fleet Operations Bulletins pertaining to motorcycle operations.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Required attendance at adjacent Area Motor Training Days.		

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) What is the Area's safety record? Excellent. There have been no injuries, traffic collisions, or unusual incidents involving Area motorcycle officers or the Department motorcycle for the past several years.	
(a) How does it compare with Division and statewide rates? Above average when compared to Division and statewide rates.	
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? At the Area office.	
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? The motorcycle is serviced at the BMW Dealership in Marin.	
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is repair work verified? The motorcycle officer verifies the repair work.	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) Is a supervisor's permission required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs? The Area has a motorcycle trailer and several patrol vehicles are equipped with a trailer hitch.	
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) How often is it used? As necessary.	
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service up-to-date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

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Command: Nimitz I. F.	Division: Golden Gate	Chapter: 6
Inspected by: J. Chia		Date: 4/7/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  1	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection: Fleet Management			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:

Inspector's Findings:

The vehicles utilized by the Nimitz Inspection Facility are maintained by the host Area, Hayward CHP. The Hayward Area Automotive Technician coordinates routine repair and maintenance, and maintains fleet records.

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action

Corrective Action Plan/Timeline

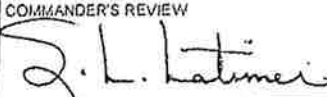
<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE <i>J. Chia FOR LT. S. LATIMER</i>	DATE 10/5/09
	INSPECTOR'S SIGNATURE <i>J. Chia</i>	DATE 10/5/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

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**FLEET MANAGEMENT**

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AREA 347	DIVISION Golden Gate	NUMBER
EVALUATED BY J. Chia		DATE 04/07/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers; or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 5/11/09

**1. AREA ADMINISTRATION**

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☐ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)?

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

**2. VEHICLE USE**

EVALUATED J. Chia	ACTION REQUIRED None	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? Class "E" vehicles used are assigned to Host Area (Hayward Area).

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MAY 19 2009

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available?

☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? The Commander's vehicle is the only vehicle kept at an employee's home after duty hours.

d. Who does the commander allow to ride in vehicles? Employees only - Therefore CHP 428 forms are not utilized.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☐ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☐ Yes ☐ No

## 3. SERVICE ARRANGEMENTS

EVALUATED

J. Chia

ACTION REQUIRED

None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? N/A

(1) Are they authorized dealers?

☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts?

☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? By hand

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## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Report to supervisor or Officer in Charge

(1) Who is authorized to declare a vehicle unsafe for patrol? Any employee

(a) Who determines when a vehicle is safe after repair or checking of defects? Hayward Automotive Technician

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? 3 years

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No

## 4. MILEAGE MANAGEMENT

EVALUATED

Not Applicable

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

Not Applicable

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

Not Applicable

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No



## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked? ☐ Yes ☐ No(1) Are there obsolete parts on hand? ☐ Yes ☐ Nod. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☐ Yes ☐ Noe. Are adequate records maintained for tires, and are all tires accounted for? ☐ Yes ☐ No(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☐ Yes ☐ No(2) Are proper guidelines in place for record keeping? ☐ Yes ☐ No(a) Are records reviewed by management? ☐ Yes ☐ No(3) Are tires properly safeguarded from theft or misuse? ☐ Yes ☐ No

(a) How are tires stored?

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☐ No(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No(6) Does it appear tires are being replaced prematurely? ☐ Yes ☐ No(7) Are adequate records maintained for used tires? ☐ Yes ☐ No(a) Is the disposition of used tires within policy? ☐ Yes ☐ No

f. How are old tires/batteries disposed of?

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☐ No(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☐ No(3) Are the provisions of any tire or battery disposal contract being met? ☐ Yes ☐ Nog. Are Material Safety Data Sheets (MSDS) posted as required? ☐ Yes ☐ No(1) Are all containers (other than the original) containing hazardous materials properly marked? ☐ Yes ☐ Noh. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☐ Yes ☐ No

(1) Who conducted the count?

## i. FUEL DISPENSING FACILITY

EVALUATED

Not Applicable

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☐ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

(a) Is self-service or full-service used?

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?

☐ Yes ☐ No

b. Is the fuel island clean and neat?

☐ Yes ☐ No

(1) Does it need repair or painting?

☐ Yes ☐ No

(2) Are fuel, water and air hoses in good repair?

☐ Yes ☐ No

(3) Is the break-away coupler installed?

☐ Yes ☐ No

(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?

☐ Yes ☐ No

(5) Is there a clean oil storage rack?

☐ Yes ☐ No

(6) Is the lighting adequate?

☐ Yes ☐ No

(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?

☐ Yes ☐ No

(8) Have problems been reported to Facilities Section?

☐ Yes ☐ No

c. Is there an adequate amount of supplies available to officers?

☐ Yes ☐ No

d. Who fuels the vehicles?

(1) Are fluids and tires checked during fueling?

☐ Yes ☐ No

e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?

☐ Yes ☐ No

(1) Are pump meters and the storage tank properly safeguarded?

☐ Yes ☐ No

(2) Who has access to the keys to lock the meters and the storage tank?

(3) Is gasoline measured before and after deliveries?

☐ Yes ☐ No

f. What method is used to log fuel and oil used in individual vehicles?

(1) Are records maintained as required?

☐ Yes ☐ No

(2) What is done to reconcile differences of more than 2-3 gallons daily?

g. Does the physical inventory reasonably balance with the metered inventory each month?

☐ Yes ☐ No

(1) When was the pump meter last checked for accuracy?

h. Is there a contract for fuel?

☐ Yes ☐ No

(1) How often is the fuel supply replenished?

(2) At what level is it refilled?

i. How does the Area secure the fuel pumps when they are not in use?

(1) Is the system adequate?

☐ Yes ☐ No

(2) Is it utilized by all personnel?

☐ Yes ☐ No

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## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

## 8. SAFETY

EVALUATED

Not Applicable

ACTION REQUIRED

CORRECTED

a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?

☐ Yes ☐ No

(1) Are the AT's work areas inspected?

☐ Yes ☐ No

b. Are there possible unsafe conditions within the AT's work areas?

☐ Yes ☐ No

(1) Is the shop floor clean and free of any spills?

☐ Yes ☐ No

(2) Are electrical cords or hoses posing a hazard?

☐ Yes ☐ No

(3) Are fire extinguishers charged, inspected and of the proper type?

☐ Yes ☐ No

(4) Are any batteries leaking or stored improperly?

☐ Yes ☐ No

(5) Are there loose items on the floor?

☐ Yes ☐ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available?

☐ Yes ☐ No

(a) Are they worn by the AT?

☐ Yes ☐ No

(7) Is the battery charger in a safe place?

☐ Yes ☐ No

(8) Are masks available for AT's to wear when servicing brakes?

☐ Yes ☐ No

(a) If yes, are they worn?

☐ Yes ☐ No

(9) Are jack stands properly utilized?

☐ Yes ☐ No

c. What is the Area occupational safety record as it relates to fleet management?

(1) Have any injuries been prevented with an improved safety awareness program?

☐ Yes ☐ No

## 9. VEHICLE RECORDS AND MAINTENANCE

EVALUATED

Not Applicable

ACTION REQUIRED

CORRECTED

a. Are fleet records logically filed?

☐ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☐ Yes ☐ No

(2) Do files contain all required documents?

☐ Yes ☐ No

(a) If documents are not in files, where are they located?

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☐ Yes ☐ No

(1) Are documents legible and complete?

☐ Yes ☐ No

(2) Who reviews the FF reports?

(3) How is the information used in Area's fleet administration?

c. Is the CHP 424 current?

☐ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes ☐ No

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DEPARTMENT OF CORRECTIONS AND REFORMATION  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Have required services been done at the proper mileage? ☐ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? ☐ Yes ☐ No

(1) Are hourly rates in line with prevailing rates? ☐ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information? ☐ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT? ☐ Yes ☐ No

(4) Are there any warranty problems? ☐ Yes ☐ No

(a) If so, are they being resolved? ☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice? ☐ Yes ☐ No

(6) Does the commander or his/her designee review and/or approve invoices? ☐ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?

e. Do invoices indicate parts are being supplied by the CHP? ☐ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount? ☐ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT? ☐ Yes ☐ No

**10. CONDITION OF THE FLEET**

EVALUATED

S. Latimer

ACTION REQUIRED

None

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? ☐ Yes ☒ No

(1) Have any unauthorized modifications been made on vehicles? ☐ Yes ☒ No

**11. MOTORCYCLES**

EVALUATED

Not Applicable

ACTION REQUIRED

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? ☐ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors? ☐ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations? ☐ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? ☐ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems? ☐ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation? ☐ Yes ☐ No

(3) Are motorcycles parked at the Area office during vacations and extended days off? ☐ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? ☐ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders? ☐ Yes ☐ No

d. What type of active safety program does the Area have?

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# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**M e m o r a n d u m**

Date: March 25, 2009

To: San Francisco Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
San Francisco Area

File No.: 335.13154

Subject: HPM 22.1, CHAPTER 6 INSPECTION—FLEET MANAGEMENT.

Between February 25, 2009, and March 25, 2009, Lieutenant Dane Lobb, #13154, conducted an Area Management Evaluation of Fleet Management. This inspection is divided into 11 sections.

Section 1, Area Administration

Area is in compliance with supervision and accountability of the Area's fleet.

Section 2, Vehicle Use

Area is in compliance with both CHP policy and SAM regulations with regard to state vehicle usage.

Section 3, Service Arrangements

Area is in compliance with all CHP policy while using or obtaining services for its fleet.

Section 4, Mileage Management

Area Auto Technicians ensure equitable mileage is maintained for the entire fleet.

Section 5, Automotive Work Area/Equipment

Area Auto Technicians have an adequate facility to complete all required work. The facility is clean, clear of hazards, and well maintained. All required equipment was present and in good repair.

Section 6, Tires, Parts and Supplies

The current supply of tires, parts and supplies was evaluated and found to be appropriate. All supplies were properly secured and a recent inventory (2/24/2009) confirmed adequate controls are in place.

Section 7, Fuel Dispensing Facility

Fuel is available and controlled by key access card at the Area office. The key card system helps to maintain an accurate accounting of fuel usage. An inventory and monthly check was last conducted on February 20, 2009, and all fuel was accounted for.

*Safety, Service, and Security*



San Francisco Area

Page 2

March 25, 2009

Section 8, Safety

No safety hazards or concerns were identified during this inspection.

Section 9, Vehicle Records and Maintenance

All records were current and the entries in the Fleet Focus program were up to date.

Section 10, Condition of Fleet

The fleet was overall in good condition with the exception of those vehicles that had been involved in collisions.

Section 11, Motorcycles

The use, maintenance, security, and transportation of motorcycles assigned to the Area was evaluated and found to be in compliance with departmental policies and procedures.

No problems or concerns beyond those listed in the exceptions document were noted during the inspection.



DANE LOBB  
Lieutenant

Attachments

cc: Golden Gate Division

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: <b>San Francisco</b>	Division: <b>Golden Gate</b>	Chapter: <b>6</b>
Inspected by: <b>Lt. D. F. Lobb, #13154</b>		Date: <b>03/25/2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: _____ Due Date: _____	Commander's Signature: <i>Paul G</i>	Date: <i>4/3/09</i>

Chapter Inspection: \_\_\_\_\_

Inspector's Comments Regarding Innovative Practices:

1.) None.

Command Suggestions for Statewide Improvement:

1.) The Area uses a key card system combined with Veeder Root system for the dispensing of gasoline. These system would provide a better method for tracking usage.

Inspector's Findings:

- 1.) Inspection Checklist, CHP 453 F, Item 3 b. The Area does not have a weekend maintenance contract but both Auto Techs live in the immediate area and have responded to make weekend repairs when requested.
- 2.) Inspection Checklist, CHP 453F Item 3(d) (1): Asks who is authorized to declare a vehicle unsafe for patrol. This question is poorly worded. Officers or Auto Tech who encounter a vehicle which is unsafe can make that determination. Any concern about the safety of a vehicle should be immediately brought to the attention of an Auto Tech, a supervisor, or a manager.
- 3.) Inspection Checklist, CHP 453F Item 5(d): While the Auto Techs have all of the required tools to perform their assigned duties several tools were ordered which would improve effectiveness and efficiency. The tools include a heat gun, a 21 mm socket set, and a new set of screw drivers.
- 4.) Inspection Checklist, CHP 453F Item 6a: Tires are sold to a local dealer for \$4.50 per tire. This arrangement means instead of paying to have used tires hauled away Area is recovering a portion of the cost.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: San Francisco	Division: Golden Gate	Chapter: 6
Inspected by: Lt. D. F. Lobb, #13154		Date: 3/25/2009

5.) Inspection Checklist, CHP 453 Item 7: No local DGS or CalTrans state fuel facilities are available for fuel contracts. The local CalTrans office has diesel fuel only. Area uses self service fuel only. No local SOP exists for this procedure.

6.) Inspection Checklist, CHP 453 Item 7 (b)(2): Area gas pumps are not equipped with break away couplers.

7.) Inspection Checklist, CHP 453 Item 7 (f): Area gas pumps are controlled by a key card system. All gasoline usage is tracked using this system. No gasoline can be pumped unless the key card for each vehicle is used.

8.) Inspection Checklist, CHP 453 Item 11 (b) (1): Area utilizes motorcycle patrol on the Oakland Bay bridge. While this is not necessarily a high speed beat this is the most effective and efficient means of patrol.

Commander's Response:

I concur with the findings of this inspection.

Inspector's Comments:

Area Commander was provided a copy of the inspection report.

Required Action

Corrective Action Plan/Timeline

Area has ordered tools requested by the Auto Techs

Appeal Process: (Appeals shall be filed within five (5) business days of the completed chapter inspection)

Commander's Basis for Appeal:

N/A

Appeal Review/Decision: (This shall be the only level of appeal).

N/A

Lead Inspector's Signature:

Date:

Responding Commander's Signature (for appeal):

Date:

AREA San Francisco	DIVISION Golden Gate	NUMBER 335
EVALUATED BY Lt. D.F. Lobb		DATE 03/25/2009

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>Paul</i>	DATE 4/3/09
BY Lt. Lobb		EVALUATED Yes	ACTION REQUIRED No

**1. AREA ADMINISTRATION**

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? Sgt. P. Tracy

- b. What is the background experience of the Automotive Technician (AT)? Area has two AT's. Both AT have 3+ years experience as mechanics in the private sector.

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☒ No
- (6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

- c. How much maintenance work is being done by the AT? 75-80% of the work is being done at the Area. Warranty work is done by the dealership.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not? The AT's do not perform any warranty work.

- d. What other duties or responsibilities are placed on the AT? General building repairs and assist the custodians.

<b>2. VEHICLE USE</b>	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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- a. How many "E" Class vehicles are assigned to the Area? 27 B&W patrol cars, 15 B&W motorcycles, 2 unmarked, Captain/School bus

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Motorcycle officers are permitted to travel to and from their residence on their enforcement vehicle to increase in view patrol and to maintain security.

d. Who does the commander allow to ride in vehicles? Only applicants or Departmental employees on official business.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? S&C Ford (dealership), Seramonte Ford (dealership), Roberts' Tires, Quality Auto Body, Automotive Specialist, and Vals Upholstery

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Dealerships for the warranty work. The others were selected on their ability to complete the work in a timely manner using certified mechanics or technicians.

(3) What are the hourly rates being charged? Seramonte Ford, \$113.40 hour and S&C is 122.00 hour.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? rarely been an issue. AT's have come in once or twice on weekends.

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? At the local car wash (Tower Car Wash)

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Area has an equipment report card, checklist available to note problems or concerns.

(1) Who is authorized to declare a vehicle unsafe for patrol? Either Officers or an AT.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Life of the vehicle plus 3 years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Advise the Sergeants and add the vehicle as a priority vehicle assignment.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? The program is based upon mileage averaging over personally assigned vehicles.

c. How does the Area project run outs? 45 days prior to the vehicle reaching 90K miles the vehicle is projected.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No



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(2) What has been the condition of vehicles returned to FOS? overall good condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT and Sergeants

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No



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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	They are kept in a locked shed and locked by a chain and pad lock on tire racks. The inventory was last checked and confirmed on 3/26/2009.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	The tires are sold as junk, and batteries are returned to distributor.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Officer S. Withers, Auto Tech, L. Gutierrez and Auto Tech N. Garabedian	

7. FUEL DISPENSING FACILITY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			No procedures are in place.
			Voyager credit card is used.
(a) Is self-service or full-service used?			Self service

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(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Who fuels the vehicles? Officers	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Area Auto Techs only	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Veeder Root key card system and 33 books.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The system is automated and key card controlled. No shortages occur.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? checked monthly last check on 2/20/2009.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) How often is the fuel supply replenished? once a month.	
(2) At what level is it refilled? when there is only 8800 gallons left.	
i. How does the Area secure the fuel pumps when they are not in use? Electronic key card system	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are the AT's work areas inspected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Are there possible unsafe conditions within the AT's work areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) Is the shop floor clean and free of any spills?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are electrical cords or hoses posing a hazard?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(3) Are fire extinguishers charged, inspected and of the proper type?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Are any batteries leaking or stored improperly?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(5) Are there loose items on the floor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Are they worn by the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(7) Is the battery charger in a safe place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(8) Are masks available for AT's to wear when servicing brakes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If yes, are they worn?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(9) Are jack stands properly utilized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. What is the Area occupational safety record as it relates to fleet management? Overall the unit has a good safety record.			

(1) Have any injuries been prevented with an improved safety awareness program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Are fleet records logically filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are they conveniently located and available to the AT and supervisor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Do files contain all required documents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are documents legible and complete?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Who reviews the FF reports? Lt. Lobb and Sergeant Tracy			
(3) How is the information used in Area's fleet administration? To ensure sufficient supplies are available and to ensure no excess supplies are kept. To ensure maintenance schedules are being adhered to and records are updated and properly documented.			
c. Is the CHP 424 current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Sergeant Tracy reviews the initial estimate for repairs with concurrence of the Area Commander approves the repair.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	<b>EVALUATED</b> Yes	<b>ACTION REQUIRED</b> No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	<b>EVALUATED</b> Yes	<b>ACTION REQUIRED</b> No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Copies of the bulletins are being given to the motor sergeants who are in turn making sure this information is being disseminated to the motor officers.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Officers are participating in quarterly motorcycle training sessions.		

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record? There were 2 non-preventable collisions in 2008 and one in 2009.	
(a) How does it compare with Division and statewide rates? average.	
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? Both.	
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? Area has a contract with BMW of San Francisco and Marin BMW, both dealerships.		
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?	The assigned officer and the sergeant verify work has been completed.	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?	They are transported by trailer to BMW of San Francisco. Marin BMW offers a pick up service.	
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?	2-3 times per month.	
(b) If one is not available, has Area budgeted for one?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

EVALUATED BY <b>SAN JOSE GOLDEN GATE</b>	DATE <b>7-10-08</b>
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INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		BY	
<input type="checkbox"/> Correction Report		DATE	
EVALUATED		ACTION REQUIRED	
CORRECTED			

### 1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? **SAM SIMON, Ept. Ruides, ATS.**

b. What is the background experience of the Automotive Technician (AT)? **TECH I 15 YEARS OF JOURNEYMAN**

**LEVEL TECH II**

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? **MAJORITY OF ALL MAINTENANCE IS PERFORMED**

**By the AT's**

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? **FF. DIRM 2nd Ref. Inventory of Parts**

**AND TIME**

### 2. VEHICLE USE

a. How many "E" Class vehicles are assigned to the Area? **30**



## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☐ Yes☒ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

IF LOCKED IN CLOSED -

GARAGE

d. Who does the commander allow to ride in vehicles?

RIDE - 14 LONGS AFFILIATE W/ CHP

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes☐ No

## 3. SERVICE ARRANGEMENTS

EVALUATED

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

FRONTIER FORD, SUNSHINE FORD

FRANCIS TIRE, HARDENSTE AUTOMATION, T &amp; H BODY SHOP, OLEON BROS. ETC.

(1) Are they authorized dealers?

THE FIRST 2 ARE

☐ Yes☐ No

(2) What process was used in selecting a service vendor?

PROXIMITY &amp; QUALITY OF

GOOD KENNEDY ON VEHICLE

(3) What are the hourly rates being charged?

VARIATES FROM VENDOR TO VENDOR

(a) Are discounts given on parts?

☒ Yes☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

NO TO CHANGING VENDORS YES TO #2

☐ Yes☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes☒ No

(1) What percentage of the fleet is needed on weekends?

95% (BASED ON PRIORITY OF SHIFTS)

(2) Are there shortages of vehicles on Mondays?

☐ Yes☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes☐ No

(1) How are interiors cleaned?

VACUUM &amp; INTERIOR WINDOWS WASHED

SHAMPOO AS REQUIRED.

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment?

THERE IS A DEFECTIVE EQUIPMENT FORM CLIP DOWN

NEXT TO THE KEY BOARD. FOR OFFICERS TO FILL OUT.

(1) Who is authorized to declare a vehicle unsafe for patrol?

AT.

(a) Who determines when a vehicle is safe after repair or checking of defects?

AT.

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept?

3 YEARS

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No

## I. MILEAGE MANAGEMENT

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☒ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

UNITS ARE ROTATED AS NECESSARY

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging?

UNITS ARE ROTATED INTO POOL

CARS AS NECESSARY

c. How does the Area project run outs?

A COPY OF THE ST IS SENT TO FOS 45

DAYS PRIOR. MOST UNITS ARE PROJECTED AT 90K.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

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(2) What has been the condition of vehicles returned to FOS? *ALL UNITS ARE RETURNED TO FOS IN GOOD CONDITION AND ARE READY TO BE REDEPLOYED IF NEEDED*

(3) Are the right equipment options completed? ☐ Yes ☐ No

## 5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

*1-15-08*

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

*SGT'S MAINTENANCE*

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

## 6. TIRES, PARTS AND SUPPLIES

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies?

*AT'S SGT'S MAINTENANCE*

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

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c. Are reasonable numbers of parts/supplies stocked?

☒ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☒ Yes ☐ No

(a) Are records reviewed by management?

*BY SUPPLY OFFICE*☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse?

☒ Yes ☐ No

(a) How are tires stored?

*TIRES ARE ON TIRE RACKS, CHAINED & LOCKED UNDER THE SERV. BAY AREA*

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☐ Yes ☒ No

(5) Does Area provide motorcycle vendors with a stock of tires?

☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☒ No

(7) Are adequate records maintained for used tires?

☒ Yes ☐ No

(a) Is the disposition of used tires within policy?

☒ Yes ☐ No

f. How are old tires/batteries disposed of?

*BATTERIES ARE RECYCLED THRU CONTRACT VENDOR*

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met?

☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☒ Yes ☐ No

(1) Who conducted the count?

*AT'S & SUPPLY OFFICE*

## 7. FUEL DISPENSING FACILITY

EVALUATED

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☐ Yes ☒ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

*NONE*

(a) Is self-service or full-service used?

*SELF SERVICE ONLY*

## AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

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No Fuel AT Office

(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? OFFICERS		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

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	EVALUATED	ACTION REQUIRED	CORRECTED
<b>I. SAFETY</b>			
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			<i>NO INJURIES</i>
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>II. VEHICLE RECORDS AND MAINTENANCE</b>			
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



## AREA MANAGEMENT EVALUATION

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	N/A	

e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## 0. CONDITION OF THE FLEET

	EVALUATED	ACTION REQUIRED	CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 1. MOTORCYCLES

	EVALUATED	ACTION REQUIRED	CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?		UPDATE SET DOWN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		PLACED ON M/C BULLETIN	
(2) Are Bulletins discussed with riders?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. What type of active safety program does the Area have?		QUARTERLY TRAINING DAYS AND SOP RIDE-A-LONGS M.I.S. OF PREVIOUS M/C T.I.C.	



## AREA MANAGEMENT EVALUATION

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?	<i>THREE ALLOWED</i>	
(a) How does it compare with Division and statewide rates?	<i>N/A</i>	
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	<i>OFFICE</i>	
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<i>ASM ROOM</i>	
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<i>THROUGH DEPARTMENT ONLY</i>	
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(5) Is there security and an accurate inventory kept?

THRU ASM

☒ Yes

☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

CONTACT DEALERSHIP, ARRANGE

2. Drop off m/c. IF emergency, DEALERSHIP WILL TAKE m/c

(1) Is it satisfactory and cost effective?

☒ Yes

☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes

☐ No

(3) How is repair work verified?

THROUGH BILLING SHEET

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes

☒ No

(a) Is a supervisor's permission required?

REPAIR WORK OVER \$1000.00

☒ Yes

☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes

☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

CONTACT WITH DEER TOWN

IN CAMPBELL

(6) Does the Area have a motorcycle trailer?

☒ Yes

☐ No

(a) How often is it used?

RARELY USED

(b) If one is not available, has Area budgeted for one?

☐ Yes

☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes

☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes

☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes

☐ No

(3) Is service up-to-date?

☒ Yes

☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes

☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes

☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes

☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes

☐ No

AREA <i>San Jose</i>	DIVISION <i>Golden Gate</i>	NUMBER <i>340</i>
EVALUATED BY <i>Shaw</i>		DATE <i>7/22/08</i>

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW	
BY		DATE	
1. AREA ADMINISTRATION		EVALUATED	ACTION REQUIRED
			CORRECTED

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☐ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☐ No

(2) Who is authorized to approve invoices? *MGT*

b. What is the background experience of the Automotive Technician (AT)?

(1) Are sufficient instructions and training provided? *NOT OFFERED 4-5 YEARS* ☐ Yes ☒ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? *WHEN PROVIDED BY FLEET OPS* ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? *CONCERNS ARE SENT VIA ADMIN SGT AGENDA ITEM* ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? *BEN. SUGGESTIONS* ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? *ROUTINE SERVICE 100%*

*MAJOR REPAIRS ARE WARRANTIES*

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

*MODEM INSTALL TROUBLE SHOOT MDCS - RADAR INSTALL*

2. VEHICLE USE	EVALUATED	ACTION REQUIRED	CORRECTED
----------------	-----------	-----------------	-----------

a. How many "E" Class vehicles are assigned to the Area?

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? **TIRES ONLY**

☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available?

☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles?

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

**PROMTER FORD, ROSEGARDEN AUTO CAR, BRUCE'S TIRES**

(1) Are they authorized dealers? **FORD**

☐ Yes ☐ No

(2) What process was used in selecting a service vendor? **LOCATION, QUALITY OF WORK**

**FORD - WARRANTY**

(3) What are the hourly rates being charged? **FF 100/HR PCG - 95 BRUCE 70**

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? **VENDOR**

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- (2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No
- (a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No
- (3) Is there more than one car wash facility available? ☒ Yes ☐ No
- (4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No
- (5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No
- (6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment?

**AREA SOP FORM**

(1) Who is authorized to declare a vehicle unsafe for patrol? ANYONE

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? NOT SPECIF. ☐ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 80 SHEETS - 2 1/3 YEARS SERVICE JACKETS 3 YRS AFTER REPLACE

(e) Is there a system in place to check vehicles for defects after high speed pursuits? SOP ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? ROTATE ASSIGNED CARS. ROTATE CAR TO

A POOL CAR

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? REQUIRES ROTATION OF LOWER MILEAGE

VEHICLES

c. How does the Area project run outs? PAPER PROJ @ 90K -

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? FAIR / OPERATING

(3) Are the right equipment options completed? ???? ☐ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office? ☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and repair manual? AT CO FOS SAYS BUY ON CAR CARD ☐ Yes ☒ No  
NO LONGER PROVIDED

b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☐ Yes ☐ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? ☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? AT ☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? N/A ☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? N/A ☐ Yes ☐ No

f. Are there additional tools or items of equipment needed? ☐ Yes ☒ No

(1) Could the AT be more effective if they were available? ☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested? ☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate? ☐ Yes ☒ No

(1) If not, can more space be provided? ☐ Yes ☒ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT, SUPERVISORS

(5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

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*SAME PRICE*

c. Are reasonable numbers of parts/supplies stocked?

☒ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☒ Yes ☐ No

(a) Are records reviewed by management?

☐ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse?

☒ Yes ☐ No

(a) How are tires stored?

*RACKS/LOCK*

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires?

☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☒ No

(7) Are adequate records maintained for used tires?

☒ Yes ☐ No

(a) Is the disposition of used tires within policy?

☒ Yes ☐ No

f. How are old tires/batteries disposed of?

*TIRES - SOLD TO RESALER*

*NOT RIGHT NOW*

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met?

*NO CONTRACT*

☐ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☒ Yes ☐ No

(1) Who conducted the count?

*SOTO*

**7. FUEL DISPENSING FACILITY**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☐ Yes ☒ No

*NOT INSTALLED*

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

*N/A*

(a) Is self-service or full-service used?

*SELF*

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(2) Is there a written policy, and is it complied with?		<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the fuel island clean and neat?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does it need repair or painting?	I	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	I	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the break-away coupler installed?	I	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	I	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is there a clean oil storage rack?		<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the lighting adequate?		<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?		<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?		<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?		<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	I	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	I	
	I	
(3) Is gasoline measured before and after deliveries?	I	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	CHP 33	
(1) Are records maintained as required?	33 in UEH FILE	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	N/A	
g. Does the physical inventory reasonably balance with the metered inventory each month?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	I	
h. Is there a contract for fuel?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) How often is the fuel supply replenished?	I	
(2) At what level is it refilled?	I	
i. How does the Area secure the fuel pumps when they are not in use?	N/A	
(1) Is the system adequate?	I	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is it utilized by all personnel?	I	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	EVALUATED	ACTION REQUIRED	CORRECTED
<b>8. SAFETY</b>			
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			

(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>			
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her <u>designee</u> review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET	EVALUATED	ACTION REQUIRED	CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

11. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?			
(2) Are Bulletins discussed with riders?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. What type of active safety program does the Area have?			

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TRAINING DAYS

(1) Is there a Defensive Rider Program?

☒ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☒ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

only

(4) Does the Area conduct quarterly motorcycle training?

☒ Yes ☐ No

(a) Are mandatory exercises being conducted?

☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☒ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

OFFICE

(1) Are the arrangements satisfactory?

?? ☐ Yes ☐ No

(2) Is the repair person proficient?

?? ☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☒ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☒ No

(6) Are any repairs being done by riders?

☐ Yes ☒ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☒ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

NA ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☒ No

(1) Is safety compromised?

☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☒ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☒ Yes ☐ No

(a) Has it been inspected and approved?

☒ Yes ☐ No

(b) Are records of the approval on file?

☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

NA ☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☒ Yes ☐ No

(2) Is there ample supply available?

NA ☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☒ No

(4) Is a battery charger available?

☒ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

CONTRACT WITH BMW

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified?

BY DEALER TECH WRITTEN

VISUAL

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs? PRIOR APP.

☒ Yes ☐ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☒ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

DEPT TRAILER

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used?

2 x YEAR

(b) If one is not available, has Area budgeted for one?

N/A

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

BASED ON MILEAGE

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

STATE OF CALIFORNIA  
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EXCEPTIONS DOCUMENT**

Page 1 of 4

Command: <b>San Jose</b>	Division: <b>Golden Gate</b>	Chapter: <b>6</b>
Inspected by: <b>Lt. S. Boyce 12719</b>		Date: <b>4/12/2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  Three	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:  [REDACTED]	Due Date:  [REDACTED]	
Chapter Inspection: [REDACTED]			
Inspector's Comments Regarding Innovative Practices:			

The area auto technicians clearly have an above average understanding of their jobs and take great pride in quickly performing required maintenance to ensure the rapid return of vehicles to the fleet. Service obtained from private vendors is verified and scrutinized to ensure competitive pricing and quality of service. Inventories of tires and tools are being conducted as required by policy. The service bay and auto technician office are maintained in an orderly and clean manner.

Command Suggestions for Statewide Improvement:

Inspector's Findings:

This inspection uncovered one discrepancy regarding review of Fleet Focus by a member of the Area management.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)



AREA	DIVISION	NUMBER
San Jose	Golden Gate	340
EVALUATED BY	DATE	
Lt. S. Boyce	04/12/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE	
<input type="checkbox"/> Formal Evaluation	<input checked="" type="checkbox"/> Informal Evaluation		
FOLLOW-UP REQUIRED		COMMANDER'S REVIEW	DATE
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		05/08/2009
BY		EVALUATED	ACTION REQUIRED
		Yes	No
			CORRECTED
			N/A

### 1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? Lead AT, Management

b. What is the background experience of the Automotive Technician (AT)? Tire shops, routine maintenance in public market.

(1) Are sufficient instructions and training provided? ☐ Yes ☒ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? Routine Service, minor repairs outside of warranties, tire changing.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Modem installations, MDC troubleshooting, RADAR installation.

### 2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	N/A

a. How many "E" Class vehicles are assigned to the Area? 30 black and white patrol vehicles and one "PCF" vehicle



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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☒ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☒ No

c. What is the justification for any vehicle kept at employees homes after duty hours? M/C and commander only.

d. Who does the commander allow to ride in vehicles? Applicants, media, allied agencies

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED  
N/A

a. What vendors are being used for servicing or repairing vehicles? Frontier Ford (warranty), Rose Garden Auto (body work, minor repairs), Bruce's Tire (alignments)

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Location, quality of work.

(3) What are the hourly rates being charged? Ford- \$100, Rose Garden - \$95, Bruce's - \$75

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 50

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Contract vendor

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- (2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No
- (a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No
- (3) Is there more than one car wash facility available? ☒ Yes ☐ No
- (4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No
- (5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No
- (6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Area "BO" sheet

(1) Who is authorized to declare a vehicle unsafe for patrol? Any member of command.

- (a) Who determines when a vehicle is safe after repair or checking of defects? AT
- (b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No
- (c) Is this system effective? ☒ Yes ☐ No
- (d) How long are records kept? BO sheets - 2 years, notes in vehicle file - 3 years after runout
- (e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	N/A

- a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No
- (1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No
- (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No
- (a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No
- b. How are adjustments to mileage accomplished? Mileage is tracked and under mile vehicles are reassigned as "pool" cars

- (1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No
- (2) Does the AT understand what is required? ☒ Yes ☐ No
- (3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No
- (a) If so, how does it effect mileage averaging? Low mileage vehicles are rotated to "pool" cars.

c. How does the Area project run outs? In writing to FOS at 90K miles. Mileage monitored on Fleet Focus.

- (1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Good.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED  
N/A

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☒ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED  
N/A

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT's

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? New - Racks, locked. Old - locked.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? No contract for batteries - On hand until enough justify removal. Tires - sold to tire re-seller.

NOTE: Notified by tire re-seller that he will no longer buy tires. Will have to pay for removal in future.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☐ Yes ☒ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Officer Suito.

## 7. FUEL DISPENSING FACILITY

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED  
N/A

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☐ Yes ☒ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? All fuel is obtained from service stations.

(a) Is self-service or full-service used? Self service.

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? CHP 33 and gas receipts.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? No injuries to AT's.			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	Yes- See B-2	Yes
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? No actual review in past. Admin Lt. now has Fleet Focus to conduct periodic reviews.			
(3) How is the information used in Area's fleet administration? Project runouts, schedule timely service.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Repair work estimates are approved through FOS based on mileage/cost. E-mail approval is maintained in vehicle files.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Motorcycle sergeants review and pass on to officers as they are received.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Ride alongs, training days, drive safe teams.		



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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? 3 preventable M/C collisions on 2008.		
(a) How does it compare with Division and statewide rates? Very well in comparison to the large number of motorcycles assigned to Area.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? Office		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?		
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Statewide BMW contract.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? Invoices and visual inspection.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☒ Yes ☐ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☒ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer or tow.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? 2-3 times a year.

(b) If one is not available, has Area budgeted for one?

☐ Yes ☒ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☒ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

**M e m o r a n d u m**

Date: May 6, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Hayward Area

File No.: 345.11329.14995.09-017

Subject: 2009 COMMAND INSPECTIONS, 1<sup>ST</sup> QUARTER – FLEET MANAGEMENT

As part of the 2009 Command Inspection Program, attached is Hayward Area's **Area Management Evaluation** referenced in HPG 22.1, Area Resources Management Guide, Chapter 6 (Fleet Management). The Area is fortunate to have a very proactive Auto Tech. He maintains the Area's fleet, as well as the vehicles used by the Nimitz Inspection Facility, has an excellent record keeping system and uses Fleet Focus for all his tires, parts and supplies.

Should you have any questions please contact me at (510) 489-1500. Hayward Area will proceed at your direction.



R. F. LEAL, Captain  
Commander


Attachments

*Safety, Service, and Security*

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**  
Page 1

Command: Hayward Area	Division: Golden Gate	Chapter: 6
Inspected by: Sgt. D. Corona		Date: 04/03/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: <u>Golden Gate Division</u> Due Date: 04/30/2009	Commander's Signature: 	Date: 5/10/09
Chapter Inspection: Six (6)-Fleet Management			
Inspector's Comments Regarding Innovative Practices:			

- No innovative practices were observed.

Command Suggestions for Statewide Improvement:
--

- None.

Inspector's Findings:
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- 7. Fuel Dispensing Facility: Area does have a fuel facility. Area makes an effort to fuel newer "E-85" vehicles at gas stations where "E-85" fuel is available. There is only one gas station that offers "E-85" fuel in the immediate area. Area will search for more fueling options quarterly to discover other options.
- Area management is actively involved in the Area's fleet management program. The Automotive Technician is a qualified and competent mechanic. He keeps excellent records and his work area is organized, clean and safe.

**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2

Command:	Division:	Chapter:
Hayward Area	Golden Gate	6
Inspected by:	Date:	
Sgt. D. Corona	04/03/2009	

Commander's Response:

Inspector's Comments:

Required Action

Corrective Action Plan/Timeline

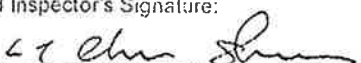
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Command:	Division:	Chapter:
Hayward Area	Golden Gate	6
Inspected by:	Date:	
Sgt. D. Corona	04/03/2009	

**Appeal Process:** *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

**Commander's Basis for Appeal:**

**Appeal Review/Decision:** *(This shall be the only level of appeal).*

Lead Inspector's Signature:	Date:
	5-6-09
Responding Commander's Signature (for appeal):	Date:

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**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
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AREA	DIVISION	NUMBER
Hayward	Golden Gate	345
EVALUATED BY	DATE	
Sergeant David H. Corona #15553	02/03/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initiated and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 04/11/2009
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>R4 LC</i> DATE 5/10/09
1. AREA ADMINISTRATION		EVALUATED 02/03/2009
		ACTION REQUIRED No
		CORRECTED

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes    ☐ No
- (a) Does he/she monitor invoices? ☒ Yes    ☐ No
- (2) Who is authorized to approve invoices? The Area Commander and listed designees (Lieutenant & Administrative Sergeant) only:

- b. What is the background experience of the Automotive Technician (AT)? The AT has been with the department 13 years and has a combined total of 10 years prior experience as an auto mechanic with Exxon and Firestone Service Stations.

- (1) Are sufficient instructions and training provided? ☒ Yes    ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes    ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes    ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☐ Yes    ☒ No

- c. How much maintenance work is being done by the AT? The AT conducts ALL maintenance work which is not covered by manufacturers' warranty and when repairs require specialized equipment which exceeds Area's capabilities.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No
- (a) If these duties are not being performed, why not?

- d. What other duties or responsibilities are placed on the AT? Other duties include providing occasional assistance Area's Facility Maintenance Worker.

2. VEHICLE USE	EVALUATED 02/03/2009	ACTION REQUIRED No	CORRECTED
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- a. How many "E" Class vehicles are assigned to the Area? 23



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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Area is in excess of the formula with a ratio of 2.2 : 1 of personnel to vehicles instead of the required 2.5 : 1 ratio. The excess is attributed to Area currently operating while short staffed, causing the ratio to elevate. Once positions are filled, Area will be in compliance.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Area Commander home stores his vehicle for 24-hour emergency call-out.

d. Who does the commander allow to ride in vehicles? The provisions of General Order 100.42 are adhered to.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
02/03/2009

ACTION REQUIRED  
No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Fremont Ford, Sunnyvale Ford, and The Big Ford Store in San Leandro.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Location and rates.

(3) What are the hourly rates being charged? All warranty work is free and standard rates for non-warranty work is \$125.00 per hour.

(a) Are discounts given on parts? ☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Mobile car wash service comes to Area once per week to conduct interior/exterior cleaning of patrol vehicles. Officers may utilize one of two car wash companies located near the office.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Officers fill out a "defective vehicle equipment" log and place a "defective equipment" tag on the vehicle keyboard to inform other officers and the Automotive Technician of the problem.

(1) Who is authorized to declare a vehicle unsafe for patrol? All uniformed personnel and the Automotive Technician.

(a) Who determines when a vehicle is safe after repair or checking of defects? The Automotive Technician.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Until vehicle reaches maximum accumulation of miles, plus 3 years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED  
02/04/2009

ACTION REQUIRED  
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? The Automotive Technician informs shift supervisors of vehicles with below average mileage accumulation. Supervisors then ensure those identified vehicles are used first for road patrol duties.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? There is a minimal effect on mileage accumulation, however, some assigned vehicles accrue mileage at a slower rate. Mileage is monitored and adjustments are made accordingly.

c. How does the Area project run outs? The Automotive Technician prepares a CHP 57 to FOS to inform them of projected run out dates for identified vehicles.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Area consistently sends run out vehicles to FOS in clean and serviceable condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
02/04/2009

ACTION REQUIRED  
No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? 9/2008.

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools? AUTOMOTIVE TECHNICIAN SERGEANTS. MAINTENANCE WORKER

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
02/06/2009

ACTION REQUIRED  
No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The Automotive Technician, Sergeants, and the Area's Maintenance Worker.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☒ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☐ Yes ☒ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Tires are placed side by side on a metal tire rack and secured with a metal chain and lock.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☒ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Old tires are sold to Mission Tires for a flat rate of \$1.00 per tire. Old batteries are collected by vendor at the time of new battery purchases.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs? ☒ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Administrative Sergeant Kelly Dixon, #12682.

## 7. FUEL DISPENSING FACILITY

EVALUATED  
02/05/2009

ACTION REQUIRED  
No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? A Voyager Credit Card is assigned to each vehicle for emergency fuel purchases.

(a) Is self-service or full-service used? Self-service.

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Who fuels the vehicles? Officers and the Automotive Technician.	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? The Automotive Technician.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? A fuel and oil log is filled out after each refueling.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The Automotive Technician cross references the fuel log sheets and the fuel pump meters. CHP 33 entries are compared to fuel logs. Area notification is required for any differences.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? The pump meter was last checked for accuracy on the date of installation in 2005.	
h. Is there a contract for fuel?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) How often is the fuel supply replenished? Every 1.5 months.	
(2) At what level is it refilled? 1500 gallons.	
i. How does the Area secure the fuel pumps when they are not in use? Fuel pumps are secured with pad locks when not in use.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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**8. SAFETY**

EVALUATED  
02/05/2009

ACTION REQUIRED  
No

CORRECTED

a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?

☒ Yes ☐ No

(1) Are the AT's work areas inspected?

☒ Yes ☐ No

b. Are there possible unsafe conditions within the AT's work areas?

☐ Yes ☒ No

(1) Is the shop floor clean and free of any spills?

☒ Yes ☐ No

(2) Are electrical cords or hoses posing a hazard?

☐ Yes ☒ No

(3) Are fire extinguishers charged, inspected and of the proper type?

☒ Yes ☐ No

(4) Are any batteries leaking or stored improperly?

☐ Yes ☒ No

(5) Are there loose items on the floor?

☐ Yes ☒ No

(6) Is the bench grinder firmly affixed, and are there safety glasses available?

☒ Yes ☐ No

(a) Are they worn by the AT?

☒ Yes ☐ No

(7) Is the battery charger in a safe place?

☒ Yes ☐ No

(8) Are masks available for AT's to wear when servicing brakes?

☒ Yes ☐ No

(a) If yes, are they worn?

☒ Yes ☐ No

(9) Are jack stands properly utilized?

☒ Yes ☐ No

c. What is the Area occupational safety record as it relates to fleet management? There have been no preventable accidents and/or injuries.

(1) Have any injuries been prevented with an improved safety awareness program?

☐ Yes ☐ No

**9. VEHICLE RECORDS AND MAINTENANCE**

EVALUATED  
02/05/2009

ACTION REQUIRED  
No

CORRECTED

a. Are fleet records logically filed?

☒ Yes ☐ No

(1) Are they conveniently located and available to the AT and supervisor?

☒ Yes ☐ No

(2) Do files contain all required documents?

☒ Yes ☐ No

(a) If documents are not in files, where are they located?

b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?

☒ Yes ☐ No

(1) Are documents legible and complete?

☒ Yes ☐ No

(2) Who reviews the FF reports? The Administrative Sergeant

(3) How is the information used in Area's fleet administration? The information contained in the Fleet Focus reports is used to keep a current fleet inventory and to justify fleet allocations.

c. Is the CHP 424 current?

☒ Yes ☐ No

(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?

☐ Yes ☒ No



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(2) Have required services been done at the proper mileage?

☒ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?

☒ Yes ☐ No

(1) Are hourly rates in line with prevailing rates?

☒ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information?

☒ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT?

☐ Yes ☒ No

(4) Are there any warranty problems?

☐ Yes ☒ No

(a) If so, are they being resolved?

☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice?

☐ Yes ☒ No

(6) Does the commander or his/her designee review and/or approve invoices?

☒ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? All repair invoices are reviewed and approved by the Area commander or designee. Major repairs are first discussed with FOS and Area management prior to approval.

e. Do invoices indicate parts are being supplied by the CHP?

☐ Yes ☒ No

(1) If parts are on invoices, does the vendor give a discount?

☒ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT?

☒ Yes ☐ No

**10. CONDITION OF THE FLEET**

EVALUATED  
02/05/2009

ACTION REQUIRED  
No

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?

☐ Yes ☒ No

(1) Have any unauthorized modifications been made on vehicles?

☐ Yes ☒ No

**11. MOTORCYCLES**

EVALUATED  
02/05/2009

ACTION REQUIRED  
No

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?

☒ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors?

☒ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations?

☒ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?

☒ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems?

☐ Yes ☒ No

(2) Are motorcycles used for special duty officer transportation?

☐ Yes ☒ No

(3) Are motorcycles parked at the Area office during vacations and extended days off?

☒ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?

☐ Yes ☒ No

(1) What system is in place to verify understanding and compliance? All bulletins pertaining to motorcycles are filed separately and discussed with motorcycle riders at motorcycle training days.

(2) Are Bulletins discussed with riders?

☒ Yes ☐ No

d. What type of active safety program does the Area have? Area has quarterly motorcycle rider training days conducted by a certified CMTO, Division training, and periodic motorcycle Sergeant ride-a-longs.

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(1) Is there a Defensive Rider Program? ☒ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☒ Yes ☐ No

(3) What is the Area's safety record? Area has not had any preventable recordable collisions involving an on-duty motorcycle rider in the past several years.

(a) How does it compare with Division and statewide rates? Above average safety record compared with Division and statewide rates.

(4) Does the Area conduct quarterly motorcycle training? ☒ Yes ☐ No

(a) Are mandatory exercises being conducted? ☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☒ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop? Repairs are conducted by the Automotive Technician at the office.

(1) Are the arrangements satisfactory? ☒ Yes ☐ No

(2) Is the repair person proficient? ☒ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☒ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☒ No

(6) Are any repairs being done by riders? ☒ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☒ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☒ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☒ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☒ Yes ☐ No

(a) Has it been inspected and approved? ☒ Yes ☐ No

(b) Are records of the approval on file? ☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☒ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☒ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☒ No

(4) Is a battery charger available? ☒ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? There are three certified motorcycle shops in the area that service and repair motorcycles.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☒ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Area's motorcycle trailer.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? Frequently, in lieu of tow service to minimize costs.

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

State of California

Business, Transportation and Housing Agency

**M e m o r a n d u m**

Date: March 26, 2009

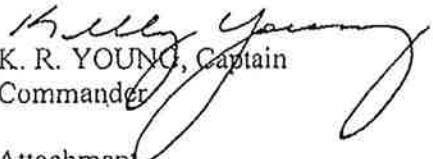
To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Santa Rosa Area

File No.: 360.9763

Subject: 1ST QUARTER COMMAND INSPECTION PROGRAM, CHAPTER 6, FLEET  
MANAGEMENT

Attached please find Santa Rosa Area's Fleet Management Evaluation as required by the Command Inspection Program. If you have any further questions, please feel free to contact me at your convenience.

  
K. R. YOUNG, Captain  
Commander

Attachment

*Safety, Service, and Security*

**M e m o r a n d u m**

Date: January 27, 2009

To: Santa Rosa Area

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Santa Rosa Area

File No.: 360.14463

Subject: AREA FLEET MANAGEMENT EVALUATION

An informal Area Fleet Management Evaluation was conducted by Sergeant A. Capurro #14463, on January 20, 2009. Santa Rosa Area Officers E. Heinlein #13864, and J. Torres #16678, assisted with the audit.

The attached CHP 453F, Area Fleet Management Evaluation, was completed by Sergeant Capurro. The Santa Rosa Area Commander, Captain K. Young #9763, Automotive Technician, L. Fernandez, Fleet Supervisor Sergeant R. Mota #13920, and Motorcycle Supervisor Sergeant J. Evans #13323, all provided input regarding the Area's fleet management.

**The following exceptions and action items were noted:**

The AT needs to work on his ability to effectively manage the fleet and prioritize his duties to ensure that patrol vehicles are ready for field use.

The AT needs to maintain his workspace free from clutter and occupational safety hazards.

The AT needs to improve upon his neatness and logically organize replacement parts.

The AT currently signs off the vehicle repair request form with his name/date; however he does not indicate what exactly has been repaired.

An evaluation of repair invoices suggested that a particular vendor (Gabe's) was utilized more frequently than the other approved vendors.

*Action Item: The AT was served with a Memorandum of Direction that contained language addressing the need for him to improve upon his overall fleet management, including the specific requirement for him to prioritize keeping patrol vehicles in service.*

*Action Item: During their weekly meetings, the fleet supervisor will address occupational safety, organization, and workspace neatness issues with the AT.*

*Action Item: The AT will work on logically organizing replacement parts.*

*Safety, Service, and Security*

*Action Item: The AT will indicate on the vehicle repair request log which specific items were repaired; this can be accomplished by placing a check next to the item reported as being defective on the log.*

*Action Item: The approved vendors will be used on a rotational basis with Gabe's being utilized on as needed basis. This issue was outlined and addressed in a recent Memorandum of Direction that was issued to the AT.*

The Area supervisors are working on improving the officer ride-along program.

*Action Item: An improved/computerized ride-along log has been created and placed in the Area's computer system to provide improved accessibility. Area management created a comprehensive ride-along check sheet that is to be completed during the ride-along. Area supervisors will note completed ride-alongs on their monthly CHP 112 and the officers 100 form, the information is then logged into the automated ride-along form.*

The Area currently has one CMTO; the motorcycle supervisor would like an additional CMTO. The monthly CHP 184's (motorcycle inspection list) were not compiled for the life of the motorcycles.

*Action Item: The motor supervisor has identified the next candidate to attend CMTO training when it becomes available.*

*Action Item: The motor supervisor has compiled CHP 184's for 2007 and 2008 for each motorcycle in the fleet.*

The Area currently has one AT employed on a full time basis. The fleet supervisor is in the process of identifying candidates to fill the second AT position for the Area. Having a second AT will be a benefit to the Area's overall Fleet Management program.



A. E. CAPURRO, Sergeant

AREA	DIVISION	NUMBER
Santa Rosa	Golden Gate	360
EVALUATED BY	DATE	
Sgt. Capurro	01/20/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE	
<input type="checkbox"/> Formal Evaluation	<input checked="" type="checkbox"/> Informal Evaluation	05/04/2009	
FOLLOW-UP REQUIRED		COMMANDER'S REVIEW	DATE
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Correction Report BY Sgt. R. Mota, #13920		

1. AREA ADMINISTRATION	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	Yes	

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? Fleet supervisor Sergeant Mota and Area Lieutenants.

b. What is the background experience of the Automotive Technician (AT)? AT has worked for the Department for 14 years.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☒ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☒ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? Oil changes, new tires, brakes, minor electrical.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Fuel management, parts supply management, monitor/manage fleet mileage, new car prep, run outs for fleet ops.

2. VEHICLE USE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. How many "E" Class vehicles are assigned to the Area? 31

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(1) Is there an unmarked patrol vehicle assigned for the commander?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? No				
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is there a supply of tools and minor equipment available?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. What is the justification for any vehicle kept at employees homes after duty hours? N/A				
d. Who does the commander allow to ride in vehicles? AT, sworn personnel, ride-alongs.				
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is the CHP 428 kept for the appropriate period of time?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. SERVICE ARRANGEMENTS</b>	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	
a. What vendors are being used for servicing or repairing vehicles? Dimatteo's, Hansel Ford, Dodge, Valley Tire and Brake, Gabes, German Motors (as needed basis).				
(1) Are they authorized dealers?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What process was used in selecting a service vendor? Good history with Area fleet, reputable shops.				
(3) What are the hourly rates being charged? 95-120 per hour.				
(a) Are discounts given on parts?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Has the command shopped for the most cost effective vendors?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) What percentage of the fleet is needed on weekends? 75%				
(2) Are there shortages of vehicles on Mondays?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) If more than one AT, are their hours/days scheduled most effectively?				<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is overtime needed for maximum enforcement periods?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. Are provisions adequate to ensure regular washing of vehicles?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) How are interiors cleaned? At the car wash and by officers at the Area office.				

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Written log provided to AT.

(1) Who is authorized to declare a vehicle unsafe for patrol? Uniformed personnel, AT.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☐ Yes ☒ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Life of the patrol vehicle

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☐ Yes ☒ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Rotation of vehicles between higher/lower mileage users.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Car partners, rotate cars based on mileage.

c. How does the Area project run outs? AT via fleet focus and mileage.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Good.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
Yes

ACTION REQUIRED  
Yes

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☒ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☒ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☒ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☒ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
Yes

ACTION REQUIRED  
Yes

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☒ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? A/I, supervisors, managers, janitor.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Tire rack with lock.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Recycle service.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Officer J. Torres and E. Heinlien.		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<i>Area uses off-site fuel contracts when necessary (CDF)</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	State credit card.		
(a) Is self-service or full-service used?	Self service.		

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers, A/T		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? A/T		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Fuel log and 33 book.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? February 2008.		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? As needed.		
(2) At what level is it refilled? 30%		
i. How does the Area secure the fuel pumps when they are not in use? The back lot is secured from the public.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Good; no reported fleet related injuries in recent year.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? \$500 for A/I		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Area SOP CHPT. 22</i>		
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? M/C supervisor provides each rider a copy and reviews the information at M/C training days.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? M/C training days (8), M/C squad discusses trends/hazards in the Area, and M/C supervisor discusses occ. safety meeting and ways to improve rider safety.		

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) What is the Area's safety record? No preventable M/C collisions in the previous two years.		
(a) How does it compare with Division and statewide rates? Based on quarterly M/C occupational safety meetings held at division, Santa Rosa Area's safety record is better than division/state rates.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? Office		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? All repairs/services are completed at the local BMW dealership.	
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is repair work verified? By invoices and the riders inspection. Major replacement parts are inspected by the officer.	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Area SOP; CHPT. 2.2</i>
(5) If not ridden, how are motorcycles transported to vendors for repairs? Area has a m/c trailer.	
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) How often is it used? On an as needed basis; several times a year.	
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service up-to-date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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**M e m o r a n d u m**

Date: February 26, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Solano Area

File No.: 365.11759.12100

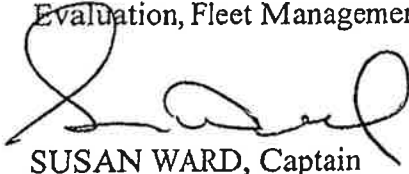
Subject: AREA MANAGEMENT EVALUATION, FLEET MANAGEMENT

On February 25, 2009, Solano Area's fleet management evaluation was conducted by Sergeant Christine Rogers, #12100.

Sergeant Rogers utilized CHP form 453F, Area Management Evaluation, Fleet Management to conduct inspections and interviewed personnel. During the evaluation compliance issues were discovered in the following areas:

1. Tires, Parts and Supplies: Vehicle parts and fluids are entered into the Fleet Focus inventory database by the auto tech. However, the quarterly count and subsequent signing and dating of the records have not occurred as directed per HPM 31.1, Fleet Operations Manual, Chapter 7. This has been addressed with the auto tech and administrative lieutenant and will be conducted immediately with future quarterly counts placed in the suspense file to ensure they are completed in a timely manner.

Solano Area is in compliance with all other areas identified in CHP 453F, Area Management Evaluation, Fleet Management.



SUSAN WARD, Captain  
Commander  
Solano Area

Attachment

*Safety, Service, and Security*

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Page 1 of 2

Command: Solano Area	Division: Golden Gate	Chapter: 6
Inspected by: C. E. Rogers, Acting Lt.		Date: 02/26/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  12	<input checked="" type="checkbox"/> Corrective Action Plan Included  <input checked="" type="checkbox"/> Attachments Included: CHP 453F
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Golden Gate Division Due Date: 05/15/2009		
Chapter Inspection: 6 – Fleet Management			
Inspector's Comments Regarding Innovative Practices:			
Command Suggestions for Statewide Improvement:			

**Inspector's Findings:**

Tires, Parts and Supplies: Vehicle parts and fluids are entered into the Fleet Focus inventory database by the auto tech. However, the quarterly count and subsequent signing and dating of the records have not occurred as directed per HPM 31.1, Fleet Operations Manual, Chapter 7. The quarterly count was done with Fleet Focus compared to the CHP 238A, Automotive Parts Inventory Control.

Also, the annual inventory of tools had not occurred per HPM 31.1, Chapter 6 since the last inventory was conducted on 01-20-2004.

These items have been addressed with the auto tech and administrative lieutenant. The quarterly count was performed on March 2, 2009, by Sgt. Rogers. The annual tool inventory was performed on 5/12/2009, by Officer E. Grossbach. Future quarterly counts and annual inventories have been placed in the suspense file to ensure they are completed in a timely manner.

Tire inspections were conducted by comparing the physical count with Fleet Focus. Gas pumps are not individually locked. The back lot is secured by a locked, remote key-pad operated gate.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

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**EXCEPTIONS DOCUMENT**

Command: Solano Area	Division: Golden Gate	Chapter: 6
Inspected by: C. E. Rogers, Acting Lt.		Date: 02/26/2009

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Inspector's Comments: Address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)  
Items for annual and quarterly review placed in suspense file. All items in compliance as of 5/12/2009.

**Corrective Action Plan/Timeline**

The quarterly inventory of tires, parts and supplies was conducted on March 5, 2009, by Sergeant Rogers and Auto Tech Vickie Banta. This inventory was conducted by utilizing the Fleet Focus BT Inventory and comparing it with the Automotive Parts Inventory Control, CHP 238A. The hand-count inventory of tools was conducted on May 12, 2009, by Officer E. Grossbach. These items are in the Area's suspense files per HPM 31.1, Fleet Management.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE <i>Sharon Harris LT for r/c</i>	DATE 5-14-09
	INSPECTOR'S SIGNATURE <i>C. Rogers</i>	DATE 5/12/2009
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE <i>[Signature]</i>	DATE 5-18-09

AREA Solano	DIVISION Golden Gate	NUMBER 365
EVALUATED BY Sgt. C. E. Rogers		DATE 02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 06/23/2009	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE _____

<b>1. AREA ADMINISTRATION</b>	EVALUATED	ACTION REQUIRED none	CORRECTED
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- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes    ☐ No
- (a) Does he/she monitor invoices? ☒ Yes    ☐ No
- (2) Who is authorized to approve invoices? Admin. LT

b. What is the background experience of the Automotive Technician (AT)? 2 years as automotive installer

- (1) Are sufficient instructions and training provided? ☒ Yes    ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes    ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes    ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes    ☐ No

c. How much maintenance work is being done by the AT? Varies. Maintenance worker assists.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No
- (a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Training the maintenance worker

<b>2. VEHICLE USE</b>	EVALUATED 1	ACTION REQUIRED none	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 28

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? N/A

d. Who does the commander allow to ride in vehicles? Applicants, media, senior volunteers

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED

ACTION REQUIRED

CORRECTED

none

a. What vendors are being used for servicing or repairing vehicles? Ron DuPratt Ford-Dixon

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Solicited services, approved at command level

(3) What are the hourly rates being charged? \$85/hr

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 100%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Carwash facility (contract)

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☒ Yes ☐ No

d. How do officers report defective equipment? Defective write-up sheets/ key fobs over keys

(1) Who is authorized to declare a vehicle unsafe for patrol? officers

(a) Who determines when a vehicle is safe after repair or checking of defects? auto tech or dealer

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Life of vehicle

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED

ACTION REQUIRED

CORRECTED

none

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Send vehicles to scales to slow mileage accumulation and tag a car as a 'push' for miles. Ensure it goes out every shift.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Assigned vehicles have car partners for alternating shifts to ensure vehicles are driven. This system works well with averaging miles.

c. How does the Area project run outs? Mileage report (95,000 miles). Fax CHP 57 to FOS with projected run-out date.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Clean and in good working order.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☒ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

MAY 19, 2008

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

ACTION REQUIRED

CORRECTED

Supply count, space

6 (A), 6 (H)1

a. Is the space provided for parts and supplies adequate?

☐ Yes ☒ No

(1) If not, can more space be provided?

☒ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Sergeants, maintenance worker, management

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Outside tire rack - locked		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Contract for hazardous waste. Every 3 months battery cores are recycled.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Who conducted the count?	7-19-2005, LT. S. REESE	

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED	ACTION REQUIRED	CORRECTED
		none	
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Use credit card assigned to vehicle			
(a) Is self-service or full-service used? Self-service, regular unleaded or E85			

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Who fuels the vehicles? Officers	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? auto tech, management	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Compare 33 log entries with fuel pump entries. Note discrepancies, bring this to management's attention for correction	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? Last month by Applied Remediation Company	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) How often is the fuel supply replenished? Monthly	
(2) At what level is it refilled? Btwn 12,000-18000 gallons	
i. How does the Area secure the fuel pumps when they are not in use? Locked facility	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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8. SAFETY	EVALUATED Safety/Equip	ACTION REQUIRED §(B)1, §(B)6, 7, 8(a)	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			zero injuries for 2007, 2008

9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED none	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			Monitor fuel use and repair costs vs. savings of in-house repairs
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? On high mileage vehicles (over 3 yrs/100k on powertrain), the .10 per mile rule is applied with confirmation by FOS prior to repair.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED none	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED none	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Binder, emails, individual copies to each motor officer.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? quarterly training days/ quarterly CMTTO ridealong/ Quarterly sgt. ridealong		



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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? Exemplary. Recipient of 2007 GGD commendation.		
(a) How does it compare with Division and statewide rates? Exceptional.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? At Area if small issues.		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?		
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept? ☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Roseville, Walnut Creek and Marin BMW shops.

(1) Is it satisfactory and cost effective? ☐ Yes ☒ No

(2) Does the maintenance program minimize officer and vehicle down time? ☒ Yes ☐ No

(3) How is repair work verified? Supervisor review and pre-authorization

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs? ☒ Yes ☐ No

(a) Is a supervisor's permission required? ☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation? ☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer

(6) Does the Area have a motorcycle trailer? ☒ Yes ☐ No

(a) How often is it used? : Monthly

(b) If one is not available, has Area budgeted for one? ☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date? ☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? ☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices? ☒ Yes ☐ No

(3) Is service up-to-date? ☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required? ☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected? ☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle? ☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.? ☒ Yes ☐ No

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**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 1 of 2

Command: Cordelia I. F.	Division: Golden Gate	Chapter: 6
Inspected by: Sgt. Brian Sprang		Date: 3/30/09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  2	<input type="checkbox"/> Corrective Action Plan Included  <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:
--

N/A

Inspector's Findings:
-----------------------

No discrepancies noted.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)
--

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
---

AREA Cordelia I.F.	DIVISION Golden Gate	NUMBER 366
EVALUATED BY B. Sprang		DATE 03/30/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW	DATE 03/31/2009
BY _____		EVALUATED X	ACTION REQUIRED

## 1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? Solano Area

b. What is the background experience of the Automotive Technician (AT)? N/A - This Area does not have an AT

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT? N/A - This Area does not have an AT

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? N/A - this Area does not have an AT

## 2. VEHICLE USE

EVALUATED X	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 0. (Cordelia I.F. has two Class E vehicles on loan from the Solano Area)

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- (2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No
- (a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No
- (3) Is there more than one car wash facility available? ☒ Yes ☐ No
- (4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No
- (5) Does the Area have a maintenance worker or janitor wash cars? ☒ Yes ☐ No
- (6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? To a supervisor and noted in CHP 33 log.

(1) Who is authorized to declare a vehicle unsafe for patrol? Any operator with concurrence of supervisor

- (a) Who determines when a vehicle is safe after repair or checking of defects? AT
- (b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No
- (c) Is this system effective? ☒ Yes ☐ No
- (d) How long are records kept? Records are maintained at the Solano Area
- (e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED

X

ACTION REQUIRED

CORRECTED

- a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☐ Yes ☒ No
- (1) Are vehicles run out in the same order they are received? ☐ Yes ☒ No
- (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☐ Yes ☒ No
- (a) If not, can adjustments be made to accomplish this? ☐ Yes ☒ No
- b. How are adjustments to mileage accomplished? N/A - This Area receives its vehicles solely at the discretion of the Solano Area, on an on-loan basis and are typically "run out" and/or high-mileage vehicles. This Area is not responsible for Mileage Management.
- (1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No
- (2) Does the AT understand what is required? ☒ Yes ☐ No
- (3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☒ No
- (a) If so, how does it effect mileage averaging?

c. How does the Area project run outs? N/A - This Area does not project run outs.

- (1) Is FOS provided 30-45 days advance notice? ☐ Yes ☒ No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?		

**7. FUEL DISPENSING FACILITY**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
(a) Is self-service or full-service used?		

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8. SAFETY	EVALUATED As applicable	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

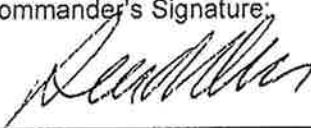
☐ Yes ☐ No

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STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: Marin Area	Division: Golden Gate	Chapter: Fleet Management
Inspected by: Sergeant G. Osuna		Date: May 12, 2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: <u>Golden Gate Division</u> Due Date: May 15, 2009	Commander's Signature: 	Date: May 12, 2009
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

This inspection revealed that the last three auto technician have formulated their own tool inventories over the years'. The current tool inventory list is quite detailed, but lacks the small socket sets by size, as the previous inventory. This inspection also pointed out that there has not been a physical inspection since December of 2007. This inspection was completed by Sergeant Osuna and AT De Cases prior to his transfer. He was replaced in January of 2008 by our current AT Richard Reed. This inspector could not locate a current suspended annual tool inventory file, for the next annual inspection.

The Area will conduct an Annual Tool Inventory by July 1, 2009 and a Tool Inventory suspense form will be suspense annually.



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**COMMAND INSPECTION PROGRAM**  
EXCEPTIONS DOCUMENT

Command: Marin Area	Division: Golden Gate	Chapter: Fleet Management
Inspected by: Sergeant g. Osuna		Date: May 12, 2009

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Commander's Response:

Inspector's Comments:

Required Action

Corrective Action Plan/Timeline

Tool Inventory By 7-1-09

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**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Command: Marin Area	Division: Golden Gate	Chapter: Fleet Management
Inspected by: Sergeant G. Osuna		Date: May 12, 2009

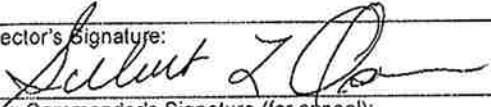
Page 3

Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:

Appeal Review/Decision: *(This shall be the only level of appeal).*

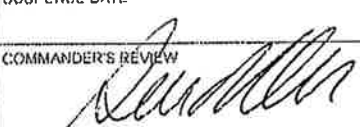
STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Lead Inspector's Signature: 	Date: May 12, 2009
Responding Commander's Signature (for appeal):	Date:

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Marin Area	Golden Gate	350
EVALUATED BY	DATE	
Sergeant G. Osuna	03/25/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 5-12-09
BY		EVALUATED 03/18/2009	ACTION REQUIRED

**1. AREA ADMINISTRATION**

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☐ Yes ☒ No
- (2) Who is authorized to approve invoices? Administrative Lieutenant

- b. What is the background experience of the Automotive Technician (AT)? 27 years of experience with the CHP. Twenty-Five (25) years as an Automotive Technician and two (2) as a Maintenance Worker.

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

- c. How much maintenance work is being done by the AT? The AT performs all maintenance work and sends warranty work, some mechanical part repair and body repair and painting to outside vendors.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not?

- d. What other duties or responsibilities are placed on the AT? Fleet maintenance, Fleet Focus, ordering parts and supplies

**2. VEHICLE USE**

EVALUATED 03/18/2009	ACTION REQUIRED	CORRECTED
-------------------------	-----------------	-----------

- a. How many "E" Class vehicles are assigned to the Area? 22 "E" Class Vehicles

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Not in excess

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? None

d. Who does the commander allow to ride in vehicles? Cadet Ride-A-Longs, Dispatchers, People in the hiring process, Reporters, DAs.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**EVALUATED  
03/18/2009

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Novato Ford, Hill Top Ford

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? There is only two qualified Ford Dealers in the area to do warranty work.

(3) What are the hourly rates being charged? \$125.00 minus 15% = \$106.25 per hours. No additional charge after 4 hours. (\$140.00)

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 55% of the fleet

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Vacuumed at the car wash or by officers at the Area office. Detailing is also available at the contracted car wash for emergency incidents.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? On a clip board next to the patrol vehicle key board and checked Monday thru Friday.

(1) Who is authorized to declare a vehicle unsafe for patrol? The AT or the authorized Ford dealer.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT or the Ford dealer

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? The life of the vehicle at the Area, plus 3 years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED  
03/24/2009

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? If a patrol vehicle is too low on miles, the Area assigns that to be run all shifts as a Pool Car. If too high, the patrol vehicle is limited to assignment only.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? It has little effect on the fleet average, even though they are assigned to specific officers, they are used for overtime details and by others officers when pool cars are no available.

c. How does the Area project run outs? By mileage. At 95,000 miles the AT projects the patrol vehicle for "run out" and it is faxed to Fleet Operations Services.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Good Condition

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
03/24/2009

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☒ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
03/25/2009

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT, assistant to the AT, and Sergeants. Officer have access to only a limits amount of supplies.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No



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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Chained on storage rack and locked in cargo shed.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Replaced by vendor, no current contract in place for disposal.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	AT and Administrative Lieutenant on 1/28/2009. All items were physically inventoried and accounted for by using Fleet Focus.	

**7. FUEL DISPENSING FACILITY**

EVALUATED  
03/25/2009

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	The use of the Voyager Credit Card	
(a) Is self-service or full-service used?	Self Service	

Destroy Previous Editions

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	AT, Assistant AT, Sergeants and Officers	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Daily gas logs and CHP 33D	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	The daily log is re-calculated and all patrol vehicles are checked. Usually an officer has forgotten to log number of gallons pumped on the daily log.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	07/01/2009	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Once each month	
(2) At what level is it refilled?	1,500 gallons / 10,000 gallon tank	
i. How does the Area secure the fuel pumps when they are not in use?	Area uses pad locks, each patrol vehicle has a key on its ring.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 03/25/2009	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Good, only one incident in 5 years involving moving of wrecked vehicles with a floor jack. The Area purchased "Cin Jacks" to make it easier to move vehicles.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 03/25/2009	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? AT and Administrative Lieutenant			
(3) How is the information used in Area's fleet administration?			The Area is able to monitor fleet operations, fleet activity, inventories and cost management.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	N/A	
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED 03/25/2009	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?	The bulletins are posted on the Officer Information Board. a copy is given to the AT, Motor Sergeant and all Motor Officers.	
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?	Quarterly training, CMTO ride-a-longs, and Sergeant ride-a-longs	

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? The Area is consistently below Occupational Safety yearly projections. The Area only had one preventable motorcycle collision in 2008 which met the Area's year to date projection.		
(a) How does it compare with Division and statewide rates? In 2008, Golden Gate Division (GGD) also met their projections, but in 2009 CHP Headquarters just lowered GGD's projections for preventable motorcycle collisions from 13 to 4 in 2009.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? At the Area by Radio Technician		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? All repairs and servicing is done by Marin BMW an authorized dealer.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? By the vendors check list, which is visually inspected by the motor officers when the motorcycle is picked up and then by the motor sergeant.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☒ Yes ☐ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Motorcycle trailer

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? Whenever needed

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☒ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?


☒ Yes ☐ No



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Command: Castro Valley	Division: Golden Gate	Chapter: 6
Inspected by: Sgt. S. Perea		Date: 03/15/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: <u>Golden Gate Division</u> Due Date: 04/30/2009	Commander's Signature: 	Date: 5-13-09
Chapter Inspection Six (6) Fleet Management			
Inspector's Comments Regarding Innovative Practices:			

- No innovative practices were observed

Command Suggestions for Statewide Improvement:

- None.

Inspector's Findings:

- 1. Area Administration:
  - b.(1): Sufficient instructions and training is provided via Fleet Operations in Sacramento via email, bulletins and the Inspector of Automotive repair.
  - b.(3): The Area Auto Technician does not attend training on new model vehicles, however he receives bulletins and emails which update and keep him current with all issues regarding new model vehicles.
  - The Area AT relayed that he currently does not have any ideas to enhance the program, however, in the past when he has made mention of a new or innovative idea and/or concern that he is well received by Fleet Operations personnel. He feels that there is great on going communication and feed back when it is required.
- 3. Service Arrangements:
  - (5): The Area AT makes every attempt to "spread the wealth" when dealing with vendors. He feels he has great communication with vendors and is successful in dealing with any concerns or problems at the lowest level and in an efficient manner.
- 5. Automotive Work Area/Equipment:
  - a. The automotive shop is poorly insulated and provides no heat.



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- b. The Area's automotive shop space is inadequate to work on vehicles, however the AT effectively utilizes the Hayward Area which is adequately equipped to work on vehicles.
  - c.(1)(a)(2): The Area AT has all of the tools listed in HPM 31.1 as well as additional tools that were purchased by the previous AT. An inventory of the standard tools was completed as well as all additional tools which are above and beyond what is required. Last checked during this inspection. All employees have access to the tools necessary to assist in minor repairs; tire changes, oil, etc..
  - d.(1): The Area does not have a vehicle lift, compressor, wheel balancer etc.. These items have not been budgeted due to no space available and the fact that the AT effectively utilizes the Hayward Area which has all of these tools and equipment.
  - f.(1): As mentioned earlier, the Area could use the tools mentioned above however there is no room for these items. Technically the AT would be more efficient by having these tools at the Area which would allow him to stay at the Area as opposed to having to travel to the Hayward Area for all required maintenance on the vehicles. In the event the Area is moved into a permanent facility, these items would be requested.
- 6. Tires Parts and Supplies:
  - a.(1): Space at the Area is not adequate and no more space can be provided for parts and supplies. All parts and supplies are kept at the Hayward Area.
  - g. The Area does not have the required Material Safety Data Sheets (MSDS) posted as required. The Area will correct this within 30 days.
  - h.(1): The Area AT conducts weekly counts of parts, tires, accessories and supplies which should be counted by someone other than the individual responsible for receiving such items into inventory.
- 7. Fuel Dispensing Facility: Area does not have a fuel facility. Area contracts with Alameda County to fuel vehicles. Newer "E-85" vehicles are being fueled at the only local gas station that has "E-85" fuel available.
- 8. Safety. Due to the fact that the Area's shop is shared and is accessible to all employees, care must taken while walking within the shop due to boxes stacked which could pose a trip hazard.
  - b.(5): The Area's automotive shop is also used for storage of boxed/supplies which in many cases are stacked on the floor.
  - b.(6)(a)(7): Although the Area does not have a bench grinder or a battery charger, the AT does use safety glasses to use these pieces of equipment at the Hayward Area.
- 9. Vehicle Records and Maintenance
  - e.(1): Invoices do not indicate parts are being supplied by the CHP because the Area does not supply any parts thus the vendor does not give a discount.

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- 11. Motorcycles

- b.(3)Storage: Area assigned motorcycles are not parked at the Area office during vacations and extended days off.
- d.(2)CMTO: Area does not currently have any CMTO Riders, however the Hayward Area assists by providing CMTO's whenever necessary.
- g. Parking: As mentioned above, the Area is not equipped to store motorcycles for a long term period, however on a daily basis motorcycle safety as it relates to parking is not comprised.
- g.(5)(a)(b): Based on conversations with the two motor Officers at the Area, an inspection of their respective garage/storage facility was conducted during their "break in" phase of motorcycle training. However, there is no documentation to support this and thus the Area shall do the inspection within 30 days which will be documented in a memo and preserved the employees personnel file.
- i.(4)(a)(b): Although the Area has current SOP in regards to motorcycle operations by Officers, there is no SOP as it relates specifically to repairs. The Area currently has a standing, unwritten \$1,000.00 threshold limit on repairs that the Officer and/or the AT may approve. Anything above this amount must be approved by management and Fleet Operations. Area will update Area SOP within 30 days.

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Sgt. S. Perea	03/15/2009	

Commander's Response:

- Automotive Work Area/Equipment: All additional tools will be inventoried. The inventory was completed by May 7, 2009.
- Motorcycle Storage: The Castro Valley does not have covered, secured storage for the three motorcycles assigned to the Area. As a result the assigned motorcycle riders have been allowed to store their motorcycles at home during vacations and extended periods of time off. In the event the Castro Valley Area obtains a new facility with adequate covered storage the motorcycles will be stored at the Area as required.
- Tires, Parts and Supplies: Area will post the required Material Safety Data Sheets (MSDS) within 30 days.
- Motorcycles: Area shall inspect the garage/storage areas of the motor Officers resident and document via memo within 30 days.
- Motorcycles: Area shall update and make current the Area SOP in regards to a \$1,000.00 threshold limit on repairs that the Officer and/or the Auto Tech may approve. Anything above this amount must be approved by management and Fleet Operations.

Inspector's Comments:

It is the opinion of the Inspector that the reviewer of this document should understand the unique dynamics surrounding the Castro Valley Area office, specifically the Auto Tech's working area. Currently the Auto Tech has a garage which does not have a lift, not to mention enough room to park just one patrol vehicle. The Auto Tech's garage accommodates the Area's supplies, as well as his desk/working area. The Area recognizes the fact that the Area AT is forced to work with very limited space and does a great job of time management by utilizing the Hayward Area as a resource for large maintenance projects. The AT is also very organized and handles invoices/reporting requirements in a very timely manner.

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**Required Action**

**Corrective Action Plan/Timeline**

- A complete tool inventory was completed on May 7, 2009.

**Appeal Process:** *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

**Commander's Basis for Appeal:**

**Appeal Review/Decision:** *(This shall be the only level of appeal).*

Lead Inspector's Signature:

Date:


5-13-09

Responding Commander's Signature (for appeal):

Date:

AREA Castro Valley	DIVISION Golden Gate	NUMBER
EVALUATED BY Sgt. Steve Perea		DATE

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 5-13-09
BY			

### 1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
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- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes    ☐ No
- (a) Does he/she monitor invoices? ☒ Yes    ☐ No
- (2) Who is authorized to approve invoices? Lt. or Capt.

b. What is the background experience of the Automotive Technician (AT)? Journeymen for 18 years in the private sector.

- (1) Are sufficient instructions and training provided? ☒ Yes    ☐ No *SEE ATTACHED*
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No
- (3) Does he/she attend training on new model vehicles? ☐ Yes    ☒ No *SEE ATTACHED*
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes    ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☐ Yes    ☒ No *SEE ATTACHED*

c. How much maintenance work is being done by the AT? 100%

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No
- (a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Liaison with Senior Volunteers. Radar trailers. invoices for repair.

### 2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
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a. How many "E" Class vehicles are assigned to the Area? 16

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Based on conversation with Fleet

Operations no formula exists currently.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? The only justification at the Area is for any motorcycle rider for their motors to be kept at home.

d. Who does the commander allow to ride in vehicles? Volunteers, ride a longs, Officers, Sergeants, In Custodies, motorists given rides.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. What vendors are being used for servicing or repairing vehicles? Livermore Auto Group and San Leandro Ford.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Checked for most local companies.

(3) What are the hourly rates being charged? \$126.00

(a) Are discounts given on parts?

☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

SEE ATTACHED

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 45%

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? By the Officers and AT.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Area defective vehicle sheet which is located on the wall next to the AT's office.

Vehicle keys are also tagged and attached to this sheet.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officers, Sergeants, AT.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT.

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Life of vehicle.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED  
N/A

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Mileage checked daily/monthly and changes made accordingly. Vehicles are reassigned based on low mileage and ordered to be used.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? As mentioned above, all vehicle mileage is checked on a daily basis. If it appears an assigned vehicle is not being driven enough, an additional officer is assigned to the vehicle and/or the vehicle is assigned to be deployed on all shifts.

c. How does the Area project run outs? Looking at mileage report and projecting 60 days in advance.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Same good condition as when they were "in service."

(3) Are the right equipment options completed?

☒ Yes ☐ No

## 5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

ACTION REQUIRED

CORRECTED

Yes

Yes

N/A

a. Is there adequate space and comfort in the AT office?

SEE ATTACHED

☐ Yes ☒ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

SEE ATTACHED

☐ Yes ☒ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

SEE ATTACHED

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

SEE ATTACHED

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

SEE ATTACHED

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

## 6. TIRES, PARTS AND SUPPLIES

EVALUATED

ACTION REQUIRED

CORRECTED

Yes

Yes

N/A

a. Is the space provided for parts and supplies adequate?

SEE ATTACHED

☐ Yes ☒ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Stacked at Hayward CHP Area Office/container.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Hayward Area disposes of old tires and maintains the records. Old batteries go back to dealer and all records for the money in reference to the core charge is kept at the Area office by the AT.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required? <i>SEE ATTACHED</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted? <i>SEE ATTACHED</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? The AT conducts these counts weekly. in contrast per HPM 31.1 Ch 7-7 which states in part that the Commander shall designate a person to physically count these items and shall be someone other than the person who receives these items of inventory.		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED No	ACTION REQUIRED No	CORRECTED N/A
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? <i>SEE ATTACHED</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Castro Valley fleet is fueled at the Alameda County fueling station and/or local gas stations.			
(a) Is self-service or full-service used? Self-service.			

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers, Sergeants and the Auto Tech.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? <i>N/A</i>		
(3) Is gasoline measured before and after deliveries? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? CHP 33 Book.		
(1) Are records maintained as required? <i>N/A</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? <i>N/A</i>		
g. Does the physical inventory reasonably balance with the metered inventory each month? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? <i>N/A</i>		
h. Is there a contract for fuel? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? <i>N/A</i>		
(2) At what level is it refilled? <i>N/A</i>		
i. How does the Area secure the fuel pumps when they are not in use? <i>N/A</i>		
(1) Is the system adequate? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas? <i>SEE ATTACHED</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor? <i>SEE ATTACHED</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available? <i>SEE ATTACHED</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) Are they worn by the AT? <i>SEE ATTACHED</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place? <i>SEE ATTACHED</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? <i>Perfect/100%</i>			

9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? <i>Lt or Capt.</i>			
(3) How is the information used in Area's fleet administration? <i>Information is used to properly manage costs, maintenance and ensure all is done in a timely manner within policy.</i>			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The threshold limit is determined by Fleet Operations; for example a wrecked vehicle's worth is determined by mileage and amount of damage. The AT and Fleet Ops have dialogue. Once approved, Fleet Ops e-mails the AT which is then attached to the invoice to indicate approval.		
e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<i>SEE ATTACHED</i>	
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED Yes	ACTION REQUIRED Yes
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<i>SEE ATTACHED</i>	
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Motor Officers are constantly briefed and bulletins briefed during quarterly training.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Quarterly rides with Hayward Area.		

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(1) Is there a Defensive Rider Program?

☒ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☒ No

(3) What is the Area's safety record? Last M/C TC was 04/08/2004.

(a) How does it compare with Division and statewide rates? *SEE ATTACHED*  
Based on conversation with Academy and Division personnel, the Area's safety record is relatively low. The exact Division and Statewide rate could not be determined.

(4) Does the Area conduct quarterly motorcycle training?

☒ Yes ☐ No

(a) Are mandatory exercises being conducted?

☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☒ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop? At the office.

(1) Are the arrangements satisfactory?

☒ Yes ☐ No

(2) Is the repair person proficient?

☒ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☒ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☒ No

(6) Are any repairs being done by riders?

☐ Yes ☒ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☒ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

*SEE ATTACHED*

☐ Yes ☒ No

(1) Is safety compromised?

☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☒ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

*SEE ATTACHED*

☒ Yes ☐ No

(a) Has it been inspected and approved?

☒ Yes ☐ No

(b) Are records of the approval on file?

☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☒ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☒ Yes ☐ No

(2) Is there ample supply available?

☒ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☒ No

(4) Is a battery charger available?

☒ Yes ☐ No



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(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Vendor/BMW/Tri-Valley. Motor Officers either ride on their motorcycle is towed to the vendor for all repairs.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? By Officer/Rider.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

SEE ATTACHED

☐ Yes ☒ No

(a) Is a supervisor's permission required?

☐ Yes ☒ No

(b) Is there a SOP covering this aspect of motorcycle operation?

SEE ATTACHED

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer/AT/Volunteers.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? Infrequently. Less than twice per year.

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No



## M e m o r a n d u m

19E

Date: June 1, 2009



To: Golden Gate Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Dublin Area

File No.: 390.11767.11043

Subject: 2009 COMMAND INSPECTIONS, FLEET MANAGEMENT

As part of the 2009 Command Inspection Program, attached is the Dublin Area's **Area Management Evaluation** referenced in HPG 22.1, Area Resources Management Guide, Chapter 6 (Fleet Management). The Area has been fortunate to have a proactive and efficient Automotive Technician. The Area's fleet has been well maintained including the vehicles used by the Mission Grade Inspection Facility. The Auto Technician has an excellent record keeping system and uses Fleet Focus for all tires, parts and supplies.

Should you have any questions please contact Sergeant Lori Marino or myself at (925) 828-0466. Dublin Area will proceed at your direction.



M. M. MUELLER, Captain  
Commander


Attachments

*Safety, Service, and Security*

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**  
Page 1

Command: Dublin	Division: Golden Gate	Chapter: 6
Inspected by: Lt. Krolosky/Officer Todd Smith		Date: 05/28/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: <u>Golden Gate Division</u> Due Date: 06/01/2009	Commander's Signature: 	Date: 06/01/2009

Chapter Inspection: Six (6) Fleet Management

Inspector's Comments Regarding Innovative Practices:

No innovative practices were observed.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

5. Automotive Work Area/Equipment: The Area AT has all of the tools listed in HPM 31.1. The AT has been a Journeyman for 18 years and has his own tools which he utilizes as well. The AT recently vacated his position for a promotion and an inventory has not been completed.

7. Fuel Dispensing Facility: The Area does not have a fuel facility. Area contracts with Alameda County to fuel its vehicles. The facility is located adjacent to the Area office and provides all of the amenities necessary.

Commander's Response:

5. Automotive Work Area/Equipment: All tools will be inventoried and this will be completed by June 10, 2009.

Inspector's Comments:

None.

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**Required Action**

**Corrective Action Plan/Timeline**

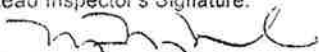
A complete tool inventory will be completed no later than June 10, 2009.

**Appeal Process:** *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

**Commander's Basis for Appeal:**

**Appeal Review/Decision:** *(This shall be the only level of appeal).*

Lead Inspector's Signature:



Date:


6/1/09

Responding Commander's Signature (for appeal):

Date:

AREA	DIVISION	NUMBER
Dublin	Golden Gate	390
EVALUATED BY		DATE
Lt. Lorraine Krolosky/Officer Todd Smith		05/28/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE	
<input checked="" type="checkbox"/> Formal Evaluation	<input type="checkbox"/> Informal Evaluation		
FOLLOW-UP REQUIRED		COMMANDER'S REVIEW	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Correction Report		06/01/2009
BY _____			

### 1. AREA ADMINISTRATION

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	N/A

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Lt. or Capt.

b. What is the background experience of the Automotive Technician (AT)? Area's AT recently accepted a promotion to MCSI; however, he was a Journeymen for 18 years in the private sector. Area is currently interviewing for a replacement AT.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? 100%

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Liaison with Senior Volunteers, Radar trailer maintenance, invoices for repair, repair and installation of of radar units, Fastrak installation.

### 2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	N/A

a. How many "E" Class vehicles are assigned to the Area? 33 (23 sedans, 2 Commander's vehicles, 4 motors, 4 MREs)

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Based on available information no formula currently exists. Area maintains a fleet of 34 vehicles which includes: five (5) for Mission Grade Inspection Facility, four (4) MRE vehicles and one (1) Motor Carrier vehicle from Golden Gate Division, leaving 20 sedans and 4 motors for Area.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? The only justification at the Area is for the four Motor Officers and the Commander's vehicle (CHP 377s on file).

d. Who does the commander allow to ride in vehicles? Volunteers, applicants, employees, in-custodies, and motorists given rides

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. What vendors are being used for servicing or repairing vehicles? Livermore Auto Group and Stoneridge Chrysler-Jeep.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Vendor location and cost of repair; quality of repair work.

(3) What are the hourly rates being charged? Ford - \$92.50/Chrysler - \$125.00

(a) Are discounts given on parts? ☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 60%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? By the Officers, the AT, and Area contracted car washes.

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Area defective vehicle sheet which is adjacent to the vehicle key board. Vehicle keys are also tagged for vehicles in need of inspection or repair.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officers, Sergeants, Management, AT.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 7 years after vehicle run out date.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED  
N/A

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☒ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles are reassigned to either slow their accumulation or speed up their mileage accumulation based on vehicle in-service date.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? All vehicle mileage is checked on three times per week. If it appears an assigned vehicle is not being driven enough, an additional officer is assigned to the vehicle and/or the vehicle is assigned to be deployed on all shifts.

c. How does the Area project run outs? Looking at mileage report and projecting 60 days in advance.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Same good condition as when they maintained "in service."

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT, Sergeants, and/or on-duty supervisor.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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**AREA MANAGEMENT EVALUATION**  
**FLEET MANAGEMENT**  
CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Tires are stacked in a secured tire shed at the Area office and on racks in the work bay.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Contract vendors dispose of tires and battery vendor picks up cores for disposal.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? The AT conducts these counts weekly.

**7. FUEL DISPENSING FACILITY**

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED  
N/A

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☐ Yes ☒ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Dublin Area fleet is fueled at the Alameda County fueling station and/or local gas stations.

(a) Is self-service or full-service used? Self-service.

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Uniformed personnel, Senior Volunteers, and the AT.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? The tanks are owned and operated by the County of Alameda, and located on their property.		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Alameda County issued control cards issued to each individual vehicle.		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? N/A		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? N/A		
(2) At what level is it refilled? N/A		
i. How does the Area secure the fuel pumps when they are not in use? N/A		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? Excellent - 100% (No issues).			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? AT and Management.			
(3) How is the information used in Area's fleet administration? Information is used to properly manage costs and maintenance and to ensure all work is done in a timely manner and within policy.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

(2) Have required services been done at the proper mileage? ☒ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? ☒ Yes ☐ No

(1) Are hourly rates in line with prevailing rates? ☒ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information? ☒ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT? ☐ Yes ☒ No

(4) Are there any warranty problems? ☐ Yes ☒ No

(a) If so, are they being resolved? ☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice? ☐ Yes ☒ No

(6) Does the commander or his/her designee review and/or approve invoices? ☒ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The threshold limit is determined by Fleet

Operations; for example a wrecked vehicle's worth is determined by mileage and amount of damage. The AT and Fleet Ops have dialogue. Once approved, Fleet Ops e-mails the AT which is then attached to the invoice to indicate approval.

e. Do invoices indicate parts are being supplied by the CHP? ☒ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount? ☒ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT? ☒ Yes ☐ No

10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

11. MOTORCYCLES	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED N/A
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Motor Officers are constantly briefed via briefing bulletins and training is provided during quarterly training days.			
(2) Are Bulletins discussed with riders?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. What type of active safety program does the Area have? Quarterly training day discussions and training rides with Castro Valley and Hayward Area personnel (CMTO).			

(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) What is the Area's safety record?    Excellent. In April 2007, the Area Motor Unit received a Division Chief's Commendation for exceptional safety standards in regards to preventable collisions. To date, Area has experienced no additional preventable collisions		
(a) How does it compare with Division and statewide rates?    Better than average.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? At the office.		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?		
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Local vendors are being used to repair motorcycles.

Motor Officers either ride or their motorcycle is towed to the vendor for all repairs.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? By Officer/Rider and by the AT.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☒ Yes ☐ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer by Officers, AT or Senior Volunteers.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? When necessary - approximately once a quarter.

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

**COMMAND INSPECTION PROGRAM  
EXCEPTIONS DOCUMENT**

Command: <b>Oakland Area</b>	Division: <b>Golden Gate</b>	Chapter: <b>6 – Fleet Mgmt.</b>
Inspected by: <b>Lieutenant Mike Sherman</b>		Date: <b>March 18, 2009</b>

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:  6 - hours	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Golden Gate Division  Due Date: April 11, 2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

The Area commander, lieutenants, and Administrative and Fleet sergeants (car and motorcycle) are actively involved in the command's fleet management program. The two Area Automotive Technicians are highly qualified and competent mechanics. The associated fleet records are well organized and meticulously maintained.

No exceptions noted.



**COMMAND INSPECTION PROGRAM**  
**EXCEPTIONS DOCUMENT**

Page 2

Command: Oakland Area	Division: Golden Gate	Chapter: 6 – Fleet Mgmt
Inspected by: Lieutenant Mike Sherman		Date:

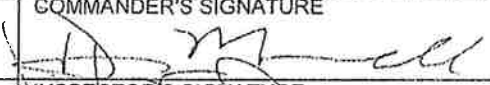

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action

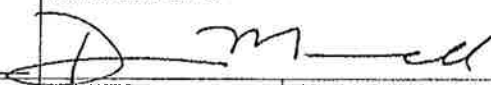
Corrective Action Plan/Timeline

N/A

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE March 31, 2009
	INSPECTOR'S SIGNATURE 	DATE March 18, 2009
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

AREA 370	DIVISION Golden Gate Division	NUMBER
EVALUATED BY Sergeant Hazelwood		DATE March 18, 2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW  DATE 03/31/2009	
BY _____ <input type="checkbox"/> Correction Report		EVALUATED X	ACTION REQUIRED None CORRECTED

## 1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Fleet and Administrative Sergeants, Administrative Lieutenant and the Commander

b. What is the background experience of the Automotive Technician (AT)? One is a certified Master Mechanic by Ford Motor Company and departmentally certified. One is a tenured departmentally trained mechanic.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? 75%

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Fleet cleanliness, work area cleanliness, monitoring condition of tools, and monitor Fleet automotive parts inventory.

## 2. VEHICLE USE

EVALUATED X	ACTION REQUIRED None	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 30

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Area Commander's vehicle and motorcycle officers and sergeants living within the required 50 mile radius of the Oakland Area office

d. Who does the commander allow to ride in vehicles? Uniformed personnel, authorized ride along's

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED

X

ACTION REQUIRED

None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Primarily, Ford dealerships (2)

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Guidelines, policies and procedures as set in HPM 31.1

(3) What are the hourly rates being charged? \$72.00

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 50% - 100%, scheduled details dictate the percentage.

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Interiors are cleaned during contract car washes at the Area office and at the designated contract Car Wash vendors.

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- (2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No
- (a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No
- (3) Is there more than one car wash facility available? ☒ Yes ☐ No
- (4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No
- (5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No
- (6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Officers write up problems which are given to the AT's.

- (1) Who is authorized to declare a vehicle unsafe for patrol? During the vehicle pre/post shift inspection, the inspecting officer shall place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.
- (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants
- (b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No
- (c) Is this system effective? ☒ Yes ☐ No
- (d) How long are records kept? 5 Years
- (e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED	ACTION REQUIRED	CORRECTED
X	None	

- a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No
- (1) Are vehicles run out in the same order they are received? ☐ Yes ☒ No
- (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No
- (a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No
- b. How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formula, the vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimally used.
- (1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No
- (2) Does the AT understand what is required? ☒ Yes ☐ No
- (3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No
- (a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.

c. How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicle replacement when a vehicle reaches 90k miles.

- (1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Normal wear and tear for a vehicle with 100K miles.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

X

ACTION REQUIRED

None

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

4/2/09

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

X

ACTION REQUIRED

None

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Commander, Lieutenants, Supervisors, and AT's

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? In secured tire racks		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? A contract waste tire company picks up the used tires. Used batteries are exchanged for new ones.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? AT or Sergeants		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED X	ACTION REQUIRED None	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			
		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyager card			
(a) Is self-service or full-service used? self-service			

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Uniformed personnel and ATs		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	Captain, Lieutenants, Sergeants and ATs	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	CHP 33 and area office daily fuel report located at the gas pumps.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Locating all CHP 33 books in the vehicles and cross referencing the gasoline amounts pumped.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use? The pumps are located in the secured back parking lot of the office.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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	EVALUATED	ACTION REQUIRED	CORRECTED
<b>8. SAFETY</b>	X	None	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? No injuries have been claimed relating to Fleet Management.			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>	X	None	
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Administrative Lieutenant and Fleet & Motorcycle sergeants			
(3) How is the information used in Area's fleet administration? To analyze mechanical failures, wear and tear on vehicles relating to mileage. Repair costs are evaluated.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Vehicle mileage formula is used to calculate the maximum dollar amount to be spent on repair(s). Approval stamp is placed on all invoices to be paid by accounting.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	EVALUATED X	ACTION REQUIRED None
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	EVALUATED X	ACTION REQUIRED None
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Daily inspections are completed by the individual officers, monthly inspections are conducted by motorcycle sergeants, and monthly training days discussions on Occ. Safety are conducted.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? The Oakland Area conducts monthly balance and coordination evaluations combined with skills and abilities rides.		

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? This year, the Oakland Area has not sustained any preventable motorcycle collisions. In 2008, the Oakland Area motorcycle squad received a Commissioner's Unit Citation for 500,000 miles without a preventable T/C.		
(a) How does it compare with Division and statewide rates? The Oakland Area is consistent with GG Division and statewide motorcycle programs.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? The Oakland Area has contracts with two repair shops, located in the cities of San Francisco and San Rafael.		
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified? The repair work is verified by invoices and a post inspection certification.		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used? An average of 1-2 times a month		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**M e m o r a n d u m**

Date: March 17, 2009

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Golden Gate Division

File No.: 320.12010.12994

Subject: AREA MANAGEMENT EVALUATION - CHAPTER 6, FLEET  
MANAGEMENT

On March 11, 2009, Golden Gate Division' fleet management evaluation was conducted by Sergeants Ward Radelich, #13137 and Steve Barruel, #12994. The CHP 453F, *Area Management Evaluation Fleet Management*, was utilized to conduct the inspection and interview of personnel.

I. During the evaluation a compliance issue was discovered in the following area:

Section 6, Tires, Parts and Supplies: In February 2009, Golden Gate Division (GGD) conducted a quarterly audit which revealed no data had been entered in the Fleet Focus database for approximately two quarters. The Automotive Service Technician (ASM) is responsible for servicing 189 vehicles assigned to GGD. Due to the overwhelming amount of paperwork generated, the ASM, could not keep up with the data entry of records as outlined in HPM 31.1, Fleet Operations Manual, Chapter 7. Upon discovery of the discrepancy, GGD took immediate action to rectify the problem. In part, two additional personnel were trained in February 2009 and given access to the Fleet Focus to ensure all required information is entered in the database. In addition, proactive measures were put in place to ensure the discrepancy does not occur in the future.

II. This evaluation also brought possible cost saving ideas. In light of the current budgetary crisis, the ASM suggested possibly two cost saving measures. Each suggestion should be evaluated for its feasibility in saving the Department money.

Section 3, Service Arrangements: Currently, it is the responsibility of each Area office to order replacement automotive parts (batteries, oil filters, oil, etc). It was suggested a division-wide ASM meeting be conducted on a quarterly basis. The purpose for the meeting is to consolidate the ordering of automotive parts which could potentially save the Department money by ordering in bulk.

*Safety, Service, and Security*

Section 5, Automotive Work Area/Equipment: Currently, GGD pays approximately \$400/per vehicle when a transmission flush is performed on an "E" type sedan (a transmission flush is required every 15,000 miles, which is performed approximately nine times while the vehicle is in service. This equates to approximately \$3,600 throughout the life of the vehicle). The ASM suggested an Automatic Transmission Exchange machine be purchased which is priced at under \$4,000. Currently, of the 189 vehicles assigned to GGD, 49 are "E" type sedans. A single transmission flush in these 49 vehicles costs the Department approximately \$19,600. This cost saving measure has the potential to save the Department approximately over \$176,000 throughout the service life of "E" type sedans. GGD's ASM is certified to use the Automatic Transmission exchange machine.

Golden Gate Division is in compliance with all other areas identified in CHP 453F, *Area Management Evaluation Fleet Management*.



T. E. GUNTHER, Lieutenant  
Golden Gate Division  
Administrative Lieutenant

AREA	DIVISION Golden Gate	NUMBER
EVALUATED BY Radelich, #13137 and Barruel, #12994		DATE 03/11/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE

1. AREA ADMINISTRATION	EVALUATED X	ACTION REQUIRED	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes    ☐ No

(1) Is the Area commander involved and informed? ☒ Yes    ☐ No

(a) Does he/she monitor invoices? ☒ Yes    ☐ No

(2) Who is authorized to approve invoices? Lieutenant Gunther

b. What is the background experience of the Automotive Technician (AT)? 30 years of experience: Fed Ex; US Army; US Coast Guard

(1) Are sufficient instructions and training provided? ☒ Yes    ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes    ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes    ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes    ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes    ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes    ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes    ☐ No

c. How much maintenance work is being done by the AT? All services and 70% of repairs

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes    ☐ No

(a) If these duties are not being performed, why not? N/A

d. What other duties or responsibilities are placed on the AT? N/A

2. VEHICLE USE	EVALUATED X	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 49



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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? JSU personnel are on-call and required to respond to incidents from their residences. Command vehicles are also at home.

d. Who does the commander allow to ride in vehicles? None

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☐ Yes ☒ No

(a) Is the CHP 428 kept for the appropriate period of time? ☐ Yes ☐ No

**3. SERVICE ARRANGEMENTS**

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Chevrolet, Ford and Dodge dealers for warranty issues.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? All warranty issues are completed by authorized dealers. Brooks Automotive is used for repairs not covered by warranty or outside the scope of what the ASM can perform.

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Varies with circumstances (i.e. PSD details)

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? at local car washes and through a contract car wash.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Defective equipment is reported to the ASM and documented on a Defective Vehicle Form.

(1) Who is authorized to declare a vehicle unsafe for patrol? ASM

(a) Who determines when a vehicle is safe after repair or checking of defects? ASM

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Life of the vehicle

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

#### 4. MILEAGE MANAGEMENT

EVALUATED  
X

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Cars are reassigned to ensure appropriate mileage is maintained.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☒ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs? ASM faxes a CHP 57 to Fleet Operations Section.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Good

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

FEBRUARY 2009

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Tires are locked in a tire rack.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Tires are soled using a three bid process. Batteries are taken by the vendor per the contract.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? The last count, February 2009, was conducted by Division Operation (Officer R. Jessel).		

<b>7. FUEL DISPENSING FACILITY</b>	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			
(a) Is self-service or full-service used? Self-service.			

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	CHP 33 and Fleet Focus and gasoline logs at the gas pumps.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	It is documented on the CHP 33F, Monthly Gasoline Inventory. Further, it is also documented on the gas logs at the end of each day.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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	EVALUATED	ACTION REQUIRED	CORRECTED
<b>8. SAFETY</b>	X		
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			No recordable incidents were reported.
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>	X		
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Area/Div stamp with the pertinent information (contact, date and reason) and signature of approving authority.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. CONDITION OF THE FLEET</b>	<b>EVALUATED</b> X	<b>ACTION REQUIRED</b>
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>11. MOTORCYCLES</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		



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(1) Is there a Defensive Rider Program? ☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training? ☐ Yes ☐ No

(a) Are mandatory exercises being conducted? ☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory? ☐ Yes ☐ No

(2) Is the repair person proficient? ☐ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☐ No

(6) Are any repairs being done by riders? ☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☐ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☐ Yes ☐ No

(a) Has it been inspected and approved? ☐ Yes ☐ No

(b) Are records of the approval on file? ☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☐ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☐ No

(4) Is a battery charger available? ☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No